

JOB DESCRIPTION

Post:	Planning and Evaluation Officer	Job Evaluation Ref:	C1115
Grade:	Band D		
District/Department:	Human Resources		
Sector/Section:	Learning and Development		
Location:	OCC, Wymondham/PHQ Martlesham		
Reporting to:	Change and Development Manager		

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

To oversee the L&D training calendar, co-ordinating and prioritising internal and external training provision in accordance with L&D processes. To ensure training provision is appropriately utilised and evaluated to ensure best value and efficiency, identifying opportunities to facilitate a broader range of learning and development interventions.

2. Main activities of the role *(This list is not exhaustive)*

- Maintain the L&D Training Calendar in partnership with other stakeholders. Provide the Learning and Development Team with management information that identifies performance within the teams (course attendance, tutor feedback ratings and courses planned vs actual delivered).
- Coordinate, maintain and update the external training bidding process, ensuring courses are allocated within the budget levels set.
- Implement the L&D evaluation strategy in accordance with the L&D Training calendar, collating and presenting information back to the L&D leadership team.
- Maintain the Business Continuity and Risk Register for Learning and Development, ensure it is current and meets statutory requirements.
- Provide editorial support to the Learning and Development Digital Learning Team to ensure products developed for the LMS are compliant with the evaluation strategy.
- Act as an advocate of change and modernisation in support of organisational and HR strategies.
- Any other duties that are commensurate with the role and grade as may be requested by management.

3. Special conditions/Points to note

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments across both Norfolk and Suffolk Constabularies as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.

- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies.
- d) All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusion.

PERSON SPECIFICATION

Post: Planning and Evaluation Officer

District/Department: Human Resources

Location: OCC Wymondham/PHQ Martlesham

Essential Criteria

1. Effective planning and organisational skills with attention to detail and accuracy that demonstrates experience of collecting, interpreting and presenting data to provide management information.
2. Experience of accurately maintaining databases, and handling confidential and sensitive information
3. Working knowledge of Microsoft Office Suite, in particular writing statistical reports using Microsoft Excel
4. Effective communication and interpersonal skills with the ability to work collaboratively to build positive working relationships with stakeholders at all levels
5. Proven ability to produce clear, concise, accurate reports and present complex information in an accessible way
6. Ability to gather, verify and assess all appropriate and available information to gain an accurate understanding of situations and identify options
7. Ability to work autonomously on own initiative, with minimum guidance to develop and take ownership for resolving problems
8. Ability to work under pressure, effectively managing competing priorities with available resources
9. Ability to travel regularly between Norfolk and Suffolk and further afield as required

Desirable criteria

1. Relevant experience of a Learning and Development environment
2. Ability to adapt positively to uncertainty and change, promote this and encourage flexibility in others