

Job Description

A Post Details

Job Title: Quality, Standards and Training delivery Specialist	Grade: B002
Department: Learning and Development	Division: A
Reports to: Learning Design and Quality Assurance Manager	Contract Type: Permanent
Level of Vetting: Management Vetting	Numbers in Post: 3

Welsh language required **No**

B Purpose of the Post

The post exists to provide quality assurance of all training programmes and Trainers, as well as the development of training capability across BTP, to ensure that the highest quality training possible is provided by the L&D department and that external standards are met. It will also be responsible for leading on the full training cycle from analysis through to design and development of learning initiatives and evaluation.

C Dimensions of the Post

Financial – Direct or Non Direct:

Staff Responsibilities:

Direct: None

Indirect: Responsible for the quality assurance of trainers and their qualifications and development across BTP circa 100 employees

D Principal Accountabilities

The implementation and maintenance of BTP, and external, quality assurance frameworks to ensure compliance with appropriate frameworks.

Quality assurance of new and existing training packages, internally and externally developed, and delivery to ensure that the best training possible is delivered to meet the objectives of BTP.

Conduct reviews and audits of training programmes and interventions, reporting on quality, effectiveness, and areas for improvement.

Ownership of all training evaluation from levels 1-4 carried out across BTP training and development to identify any issues or areas for improvement so as to ensure that the best training possible is delivered to meet the objectives of BTP and influence the future of training initiatives and the effectiveness of their impact

Co-ordinate, design and deliver training and ongoing development of Trainers (CPD) to ensure that they have the skills and meet the standards required to perform their roles as required.

The delivery of all qualifications associated with training modules to ensure that the required standards are met.

Environmental scanning relating to L&D products and external requirements to ensure that any latest developments in L&D or changes in the required standards and guidelines for training are identified and training programmes amended as necessary.

Conduct systematic training needs assessments across departments/ roles and collaborate with stakeholders to identify gaps and priorities.

Work with subject matter experts (SMEs), Trainers, Digital Designers and external suppliers (where applicable) to co-design and develop high-quality, evidence-based training packages, ensuring alignment with national policing standards and organisational objectives.

Analyse data to assess impact, outcomes, and return on investment of training interventions

Facilitate accredited training programmes and qualifications, ensuring compliance with awarding body standards and internal quality assurance processes.

Maintain and promote adherence to national and organisational L&D standards.

Lead initiatives to improve consistency, quality, and innovation in training delivery

Any other L&D activities or projects that are identified as commensurate to the role.

E Decision Making

Make decisions

The post holder will make decisions on how training is designed and delivered in BTP. The post holder will need to make decisions on the quality of training and training delivery through a process of assessment, which will feed back into the design of training programmes and the performance management of trainers.

Significant say in decisions

The post holder will advise, and make recommendations to, the L&D Senior Management team on the quality of training packages/courses and of training delivery.

F Contact with Others

Internal:

The role will involve frequent contact with all Team Leaders and Trainers across the department for the purpose of quality assuring training programmes and their delivery, and providing coaching and development to trainers.

External:

The role will involve frequent contact with various external stakeholders (including College of Policing, External Training providers, consultants and assessors, other police forces, NPfA, Awarding bodies, Learning Skills Council) for the purpose of ensuring that BTP continues to comply with all external training requirements.

G Essential Criteria

Qualifications and Training:

Recognised teaching/ training qualification at level 5 or above

A1 Assessor (or equivalent qualification)

V1 Internal Verifier award (or equivalent qualification)

Experience:

Excellent interpersonal and communication skills in Welsh

Experience of working within a quality assurance role

Experience of delivery of all aspects of the training cycle
Skills: Excellent interpersonal and communication skills in Welsh Select
Good organisational skills Good stakeholder management skills with the ability to work collaboratively with internal and external stakeholders Ability to work collaboratively with internal and external partners Ability to carry out Training Needs Analysis, training design, assessment and evaluation
Knowledge: Knowledge of Training needs analysis, delivery mediums and evaluation Knowledge of Quality Assurance frameworks (e.g. awarding bodies) Knowledge of online training systems, including learning management systems
Desirable criteria:
H Additional Information
The post holder will be required to travel within the UK as part of the role and overnight stays might be required
For Panel to complete only: Panel Approval: Pauline Okirie Date: 12/08/2025