

Police Staff
Professional Development & Assessment Adviser
People Development
Role Definition: WT028 / 20904

ROLE DEFINITION

Dept / Area Command:	People Development	Section:	Organisational Development
Post Title:	Professional Development & Assessment Adviser	Post Reference:	WT028 / 20904
Post Grade:	Grade H	Location:	Forcewide and home working
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Professional Development & Assessment Partner		
Staff Responsibilities:	Not Applicable		
Purpose:	Plan, design and co-ordinate delivery of P&DR and people assessment solutions to assess individual performance and potential, overseeing compliance and quality of P&DR across the workforce to support selection, performance, career progression and workforce capability.		

Key Responsibilities:-

- 1. Engage with stakeholders to undertake job analysis, identifying role requirements and creating predefined benchmarking to inform assessment criteria design and validation processes and ensure appropriate skills, competencies, behaviours and values are effectively assessed.**
- 2. Design and consult on a wide range of assessment, solutions, including interviews, assessment centre exercises, and online assessments, psychometric tools to fairly and objectively assess skills, knowledge, and performance for selection and development.**
- 3. Undertake quality Assurance and statistical analysis of assessment and selection outcomes to ensure processes are robust, objective and evaluated.**
- 4. Provide advice and guidance on the application force Performance and Development Review (P&DR) framework, ensuring effective objective setting, high quality performance and potential assessments and continuous professional development plans are embedded and valued for all police officers, staff and volunteers.**

5. Manage and facilitate promotion pathway engagement, candidate registration, portfolio, workbased and endpoint assessments, providing advice and guidance to candidates, SMTs/Line Managers and assessor panels, designing and arranging assessments and performing quality assurance of process and outcomes.

6. Support and facilitate external and national examinations and assessments, liaising with College of Policing and supporting candidates to achieve high standards and talent pipelines for progression and specialist roles.

7. Promote assessment and feedback as essential to professional development, providing professional development advice, information and development sessions, acting as key touchpoint for guidance to develop assessment capability and support successful outcomes.

8. Develop and support a profile of trained assessors to support assessment and selection activity, ensuring appropriate training, accreditation and CPD to ensure consistency and high standards of assessment and feedback for all internal and external candidates.

9. Monitor and report on KPIs to provide people intelligence on workforce performance, potential to inform succession plans and improve talent and leadership development offering.

10. Actively support continuous improvement through evaluation and development, keeping up to date learning techniques and emerging approaches to professional assessment and development.

The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.