

Police Staff
Professional Development & Assessment Partner
People Development
Role Definition: WT027 / 20903

ROLE DEFINITION

Dept / Area Command:	People Development	Section:	Organisational Development
Post Title:	Professional Development & Assessment Partner	Post Reference:	WT027 / 20903
Post Grade:	Grade J	Location:	Forcewide & home working
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Leadership & Talent Development Manager		
Staff Responsibilities:	Professional Development Adviser		
Purpose:	Manage the development and co-ordinate delivery of P&DR and people assessment frameworks 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. Partner the organisation to identify skill, competency, behaviour and value assessments required is to support processes used to identify an individual's suitability for a role and readiness for progression to increase workforce capability, performance and engagement.

2. Lead the design and application of a wide range of assessment, solutions, including interviews, assessment centre exercises, and online assessments, psychometric tools to measure skills, knowledge, and performance against predefined benchmarks and role requirements.

3. Provide subject matter expertise on Job Analysis Techniques; Psychometric and Situational Judgement Test design techniques; Exercise Design and Quality Assurance and Statistical Analysis to ensure processes are robust, objective and evaluated.

4. Manage the design of a range of selection and validation tools for both specialist and volume recruitment exercises to support the attraction and selection of high quality candidates with the skills, behaviours and values to perform in role.

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- 6. Lead the development and delivery of promotion pathways which are inclusive, objective and increase employee engagement to meet future capacity and capability to meet current and future organisational needs.**
- 7. Manage external and national examinations and assessments, liaising with College of Policing to maximise opportunities and supporting candidates to achieve high standards and talent pipelines for progression and specialist roles.**
- 8. Keep up to date with emerging approaches and identifying new opportunities and work areas where occupational psychology can contribute to enhanced people and organisational performance.**
- 9. Lead on the procurement and contract management of externally professional development ensuring procurement protocols are adhered to, quality standards for delivery are monitored and costs are managed in line with allocated budget.**
- 10. Develop and implement an evaluation framework to assess the effectiveness of leadership development programmes and produce a suite of KPIs to inform and direct interventions and development needs.**
- 11. Provide leadership and direction to the Professional Development Team including recruitment, P&DR and wellbeing of staff, ensuring they have the skills, knowledge, behaviours to be effective in role and reach their full potential.**

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