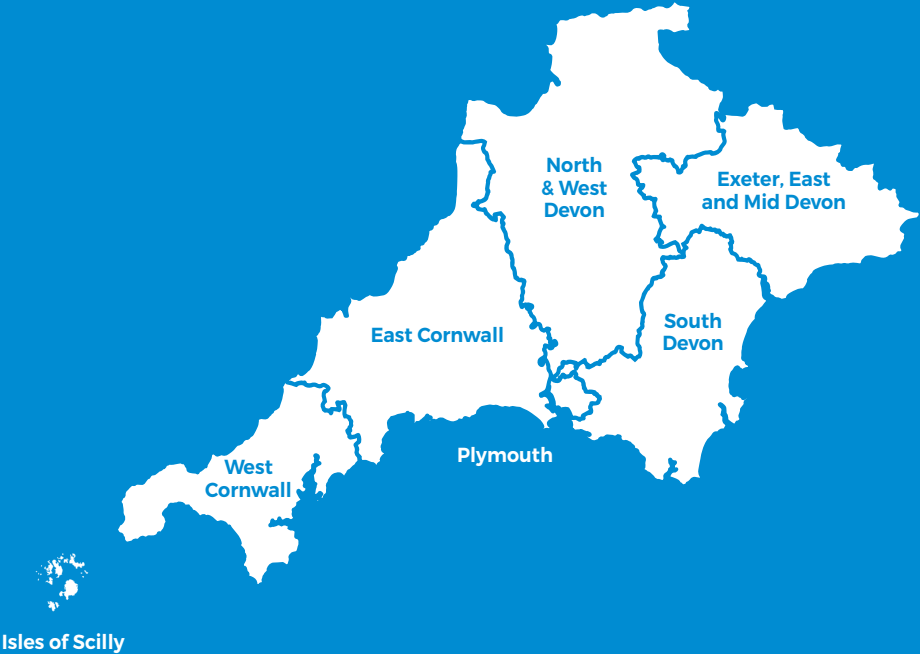


Head of Learning and Development

Information Pack



Devon & Cornwall
POLICE



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Introduction from Nicola Anderson

I would like to thank you for showing an interest in joining Devon & Cornwall Police as the Head of Learning and Development.

The Learning and Development (L&D) department plays a crucial role in ensuring our workforce is equipped with the skills, knowledge and behaviours to meet the Force's purpose and priorities now and in the future.

The role covers the two counties but also works in partnership with the Head of Learning and Development (Dorset), where services are delivered across the strategic alliance with Dorset Police. The role will be an integral part of this strategic collaboration, directly supporting policing services while working in one of the most beautiful locations in the country. Our executive teams are passionate about our enabling services departments, viewing them as key components to support operational policing. This is an exciting time for our Force, with a drive to deliver an ambitious new purpose.

As Head of Learning and Development, you will lead, inspire, manage and develop our L&D function of around 250 officers and police staff. This includes strategic leadership of internal and external learning and development, educational partnerships and ensuring compliance with statutory requirements. You will be responsible for developing and implementing the L&D strategy and associated business plans and be accountable for delivery and performance, with a focus on continuous improvement and professional excellence. In some cases, these efforts extend across our strategic alliance with Dorset Police.

You will act as the strategic client manager for the business, providing high-level L&D advice to the Force's Senior Leadership Team and leading the development and implementation of L&D policies and procedures. You will also be responsible for the strategic and effective management of procurement, performance, costs and relationships across various contracts, partners, educational establishments, awarding bodies and professional organisations.

We are looking for someone with highly developed interpersonal skills and a proven track record of effective leadership at a senior management or departmental level in a large, complex organisation with multiple top-level stakeholders, ideally in a learning and development field. Your ability to foster a culture of continuous improvement, inclusivity and professional development will be key to ensuring our L&D provision is fit for purpose and meets the needs of our Force now and in the future.

If you are interested, undecided, or committed to applying, please feel free to email me at Nicola.Anderson@dorset.pnn.police.uk to discuss any aspect of the role, our requirements and the benefits involved.

I wish you all the very best with your application.

**Nicola Anderson,
Head of People, Resourcing and Development**

About Devon & Cornwall Police

The Force area is divided into four Basic Command Units, under a Chief Superintendent: Cornwall & Isles of Scilly (CIOS) Plymouth, South Devon North, East & West Devon (NEW).

Our policing family is made up of:

Officers – 3,716

Staff – 2,163

PCSOs – 144

Special Constables – 209

Volunteers – 251



About the strategic alliance

Devon & Cornwall Police and Dorset Police have been in a strategic alliance since 2015 and both forces share a number of functions and services that work across all three counties.

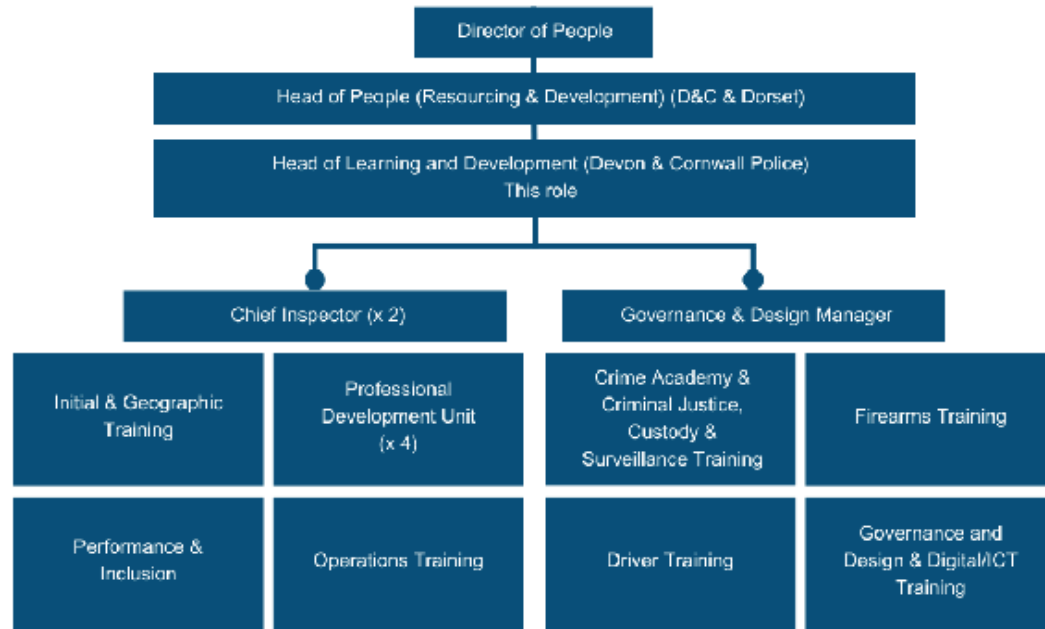
Shared services include the People function, Finance, Information and Communications Technology, Legal Services, Fleet Services, Business Change, as well as several other enabling functions. We work together to deliver efficiencies, financial savings, increase resilience, improve information sharing and deliver improvements for the public.

While working closely together, we continue to have our own distinct identities and strive to achieve the two Police and Crime Plans agreed locally and set by our elected Police and Crime Commissioners. Each force has their own Chief Constable, Deputy Chief Constable and broader Executive Team.





Resourcing and Development structure



Two heads of L&D operate on the same basis in D&C and the other in Dorset. The structure is similar in Dorset, but the number of staff within each team is reflective of the size and decisions of each force. The Governance Manager reports to both heads of L&D.



The role of Head of Learning and Development

Overview

Devon & Cornwall Police is committed to delivering our purpose and priorities through a well-trained, capable workforce. We are seeking a visionary Head of Learning and Development to lead our L&D function, strategy, and delivery plans, ensuring alignment with local and national strategic directives. This role is pivotal in the strategic management of learning and development across our Force and with external partners.

Key accountabilities

- » **Strategic Leadership:** Act as the L&D lead for Devon & Cornwall Police, developing and ensuring implementation of strategic L&D direction, strategies and plans. This includes collaboration with Dorset Police across the strategic alliance.
- » **Innovation and Best Practice:** Ensure services meet current and future needs through innovation, digital development, and adherence to best practices.
- » **Workforce Development:** Ensure the workforce has the skills, knowledge, and behaviours to meet the Force's strategic vision and priorities. Oversee the delivery of high-risk and complex training that is compliant with statutory standards.
- » **Partnerships:** Manage internal and external learning and development, educational partnerships, qualification frameworks, and standards across Devon & Cornwall Police and external partners.
- » **Leadership:** Provide visible leadership, development, and motivation to the L&D Department, ensuring professional and ethical practices are embedded at all levels.

- » **Resource Management:** Prioritise resources to meet organisational demands, ensuring cost-effective training aligned with strategic priorities.
- » **Client Management:** Act as the strategic client manager to the business, providing specialist L&D advice to the Chief Officer Command Team and senior management.
- » **Policy Oversight:** Oversee the development, implementation, and continuous improvement of all L&D policies and procedures, with a focus on harmonisation across the alliance.
- » **Operational Oversight:** Ensure effective delivery of key force-level L&D projects and manage significant licensing and health and safety requirements, including those related to the firearms range.
- » **Income Generation:** Lead the development of income generation and collaborative opportunities, ensuring maximum value for money and exploring opportunities for efficiency and effectiveness.



What we're looking for:

- » Strategic leadership experience in an HR/Personnel function, preferably in the learning and development field, delivering demonstrable performance and results, ideally within a complex organisational structure.
- » Strategic thinking and leadership skills.
- » Excellent communication and interpersonal skills.
- » Demonstrated ability to develop and implement successful L&D strategies and initiatives.
- » Ability to work collaboratively across multiple internal and external stakeholders.
- » A passion for fostering a culture of continuous improvement, inclusivity and professional development.



Why join us?

- » Be part of a forward-thinking police force that values innovation and growth.
- » Collaborate with a team of dedicated and talented professionals.
- » Enjoy a supportive work environment with opportunities for career advancement.
- » Receive a competitive salary and comprehensive benefits package.
- » 25 days a year leave entitlement, with an increase to 30 days after 5 years continuous employment, plus bank holidays (pro-rata for part-time workers).
- » Access to heavily subsidised gym membership that will provide you access to police site gyms throughout the counties.
- » Access to the Blue Light Card Scheme for discounts and services (requires a one-off payment of £5).
- » Company sick pay.
- » Competitive local government pension scheme.
- » Free onsite parking at many police sites throughout the counties.
- » Support networks, free Employees Assistance Programme, Occupational Health, and Wellbeing Services.
- » Development and training opportunities.
- » Flexitime, with the ability to undertake your hours flexibly and in line with business needs.
- » Hybrid working, with the ability to work remotely at times throughout the working week.





Behaviours

All roles are expected to know, understand and act within the ethics and values of the police service.

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. Under each competency are three levels that show what behaviours will look like in practice.

It is suggested that this role should be operating or working towards the following levels:

Resolute, compassionate and committed

We are emotionally aware	Level 3
We take ownership	Level 3

Inclusive, enabling and visionary leadership

We are collaborative	Level 3
We deliver, support and inspire	Level 3

Intelligent, creative and informed policing

We analyse critically	Level 3
We are innovative and open-minded	Level 3

Terms of appointment

You will be appointed to the role of Head of Learning and Development. The working hours are 37 per week Monday to Friday, with flexibility in the start and finish times of the role with emphasis on completion of work, rather than hours performed, within the constraints of the Working Time Regulations.

Place of work

Force Headquarters, Middlemoor, Exeter. Hybrid working, with the ability to work remotely at times throughout the working week. The role does require attendance at Exeter for meetings and regular visible leadership of teams that are based in force.

Salary

Commencing salary per annum is £59,352 rising by yearly increments to a maximum of £66,126.



The Process

Monday 19 August 2024	Process launch
Friday 13 September 2024 - Noon	Closing date for applications
W/C 23 September 2024	Shortlisting of applications
W/C 30 September 2024	Candidates to be invited to assessment
Monday 14 October 2024	Assessment

Application process

Candidates will be provided with three weeks to complete an application form.

Shortlisting

Applications will be assessed and those who are successful will be invited to interview.

Interview/presentation:

Interviews will take place on Monday 14 October and be held at Devon & Cornwall Police Headquarters, Middlemoor, Exeter.

Interview Panel:

The interview panel will include the Head of People for Resourcing and Development and two Chief Superintendents

Structured Interview (Approx. 45-60 minutes)

Presentation preparation:

Candidates will be provided with the topic of the presentation on Monday 30 September 2024. Candidates will be required to use MS PowerPoint for their presentation, unless an alternative method of presentation is agreed as a reasonable adjustment.

Candidates will be asked to submit their presentation prior to the interview board so physical copies can be made available to the panel.

Presentation delivery (20 minutes)

Candidates will be afforded 10 minutes to deliver the presentation, with 10 minutes scheduled for the panel to ask questions.

Example timings table:

Selection stages	Start time	Participants
Candidate arrival	09:30am	
Presentation delivery	09:45am	Candidate and panel (10 min)
Presentation questions	9:55am	Candidate and panel (10 min)
Interview preparation	10:05am	Candidate only (10 min)
Interview delivery	10:15am	Candidate and panel (45 min)

Support for candidates:

Should you have questions regarding the process or require any reasonable adjustments, please do not hesitate to contact us via email to alliance-policestaffrecruitment@Dorset.PNN.Police.uk.

Contact details for candidates to use:

If you are making contact after Friday 6 September, please contact Lisa.O'Donnell@devonandcornwall.pnn.police.uk to arrange a discussion with the ACO Alexis Poole.

Briefing Documents

DCP Crime plan:

[Police and Crime Plan 2021-25](#) | Devon & Cornwall Police ([devon-cornwall.police.uk](#))

DCP Our Purpose:

[Our purpose, mission and values](#) | Devon & Cornwall Police ([devon-cornwall.police.uk](#))

DCP Departments:

[About Devon & Cornwall Police](#) | Devon & Cornwall Police ([devon-cornwall.police.uk](#))

DP Departments:

[About Dorset Police](#) | Dorset Police

DP Departments:

[Police and Crime Plan for Dorset](#) · Dorset Police & Crime Commissioner ([pcc.police.uk](#))



