



Rehabilitation and
Retraining Trust

Candidate Information Booklet

Police Rehabilitation and Retraining Trust

Head of Coaching & Development

Permanent

NJC Scale PO6

£42,683 - £45,591 per annum

(Pay award pending)

Full time, 35 hours per week

Completed application and monitoring forms must be returned no later than **12 noon on Tuesday 16 November 2021** to applications@prrt.org or via post marked private and confidential to the following address: HR Administrator, PRRT, Maryfield Complex, 100 Belfast Road, Holywood, Co Down, BT18 9QY.

Forward

Thank you for your interest in the post of Head of Coaching & Development at the Police Rehabilitation and Retraining Trust. The post is advertised on a permanent basis.

Included in this information pack is the job description and personnel specification for the post of Head of Coaching & Development as well as further information about PRRT. Also enclosed with this information pack is the application form for the post and monitoring questionnaire. You are advised to pay attention to the personnel specification and to demonstrate in your application how you meet the essential and desirable criteria for the position (please note that all applications must be made via the application form and CVs will not be considered).

If you have any further queries regarding the post, please do not hesitate to contact us at recruitment@prrt.org or on 028 90427788.

Best wishes in your application.

Claire Murray
Human Resources Manager

Information about PRRT

Who we are

PRRT is an Executive Non Departmental Public Body fully funded by the Department of Justice (DoJ).

What we do

The Police Rehabilitation and Retraining Trust was established in 1999 to enable members and former members of the Police Service to achieve and sustain a successful transition into civilian life. To achieve this, PRRT assists its clients to recognise their potential, identify opportunities, set and achieve their objectives and enjoy optimum mental and physical wellbeing beyond policing.

We enable clients to achieve their goals by providing the following services:

- Personal Development, Coaching and Training service
- Physiotherapy
- Psychological Therapies

The Trust also provides services (whether directly or on a sub-contract basis) to non-police bodies within, or funded by, the Department of Justice for Northern Ireland.

We support police officers planning to retire from service, or those who have already retired from the Police Service of Northern Ireland (PSNI) or Royal Ulster Constabulary (RUC). We will offer support to partners and immediate family members of eligible clients, in specific circumstances. In addition, our Psychological Therapies department provides a children and young people's service to children of retired police officers.

Our services are also open on a self-funding basis to the following groups:

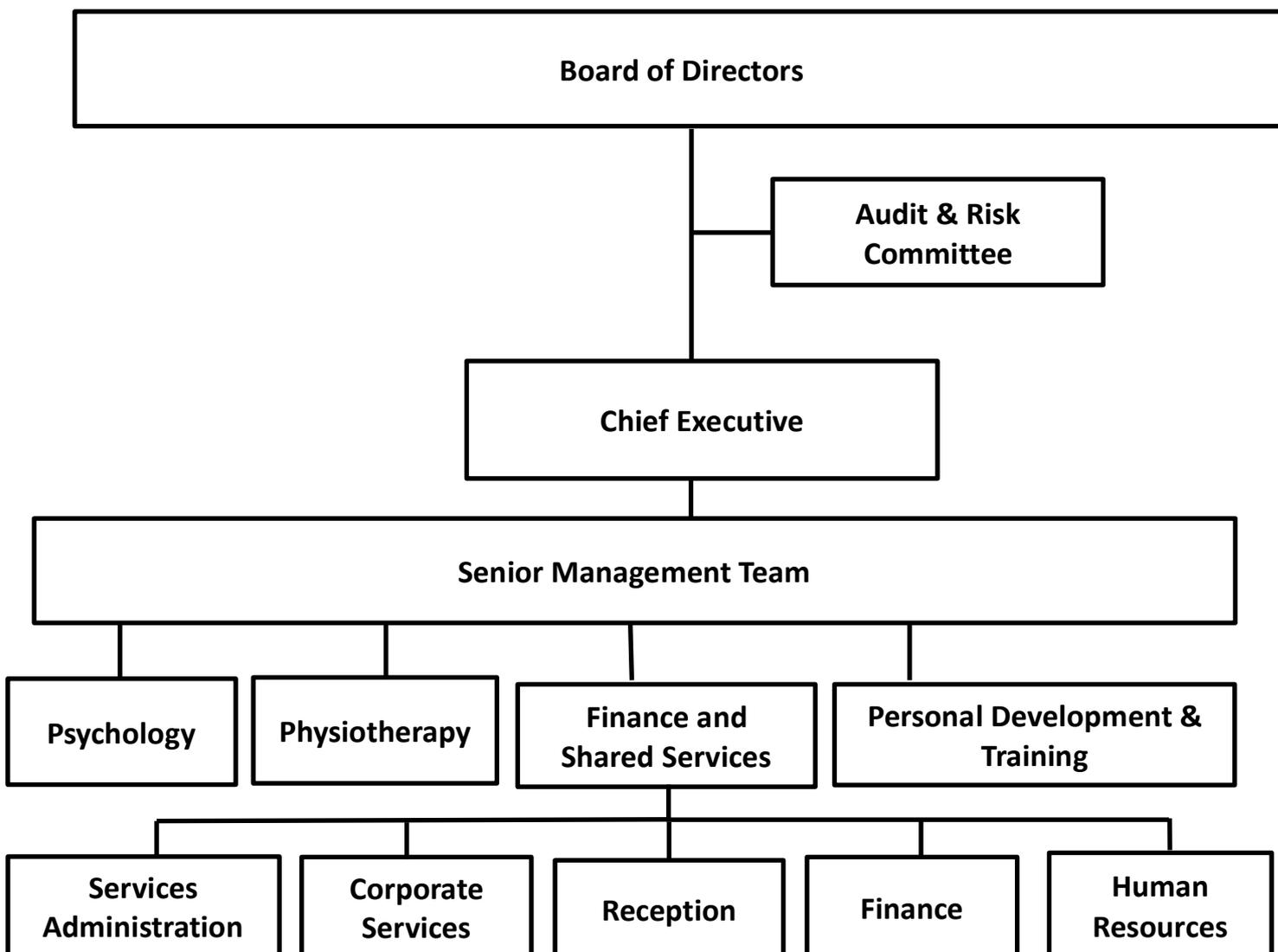
- Police staff
- Immediate family members of serving or retired police officers
- Part Time Reserve Officers
- Serving or retired officers who do not meet the eligibility criteria.

Our Board and Senior Management Team

Our Board is responsible for the control and strategic direction of PRRT. The Chief Executive is accountable to the Board of Directors, and manages the services with a dedicated Senior Management Team accountable to him.

The senior management team is comprised of the Head of Psychological Therapies, Head of Physiotherapy, Head of Personal Development & Training, with responsibility for driving quality initiatives and Head of Finance and Shared Services.

Organisation Structure:



Job Description

Job Description

Job Title

Head of Coaching and Development

Reports To

Chief Executive Officer

Based at

Maryfield Complex, 100 Belfast Road, Belfast

Purpose of the Job

This Senior Management Team (SMT) position has responsibility for the strategic planning and overall management of the Coaching and Development Service and also the delivery of a service to meet the requirements of sponsor branch and key stakeholders.

The role involves developing and shaping the strategic direction of the service and the Trust towards an interdisciplinary model whilst also ensuring effective service delivery.

As a senior leader in the organisation, the Head of Coaching and Development is a key player in creating the culture and direction necessary to continuously develop as a centre of excellence in the provision of Coaching and Development Services.

This is a general job description, which may be developed over time to meet the specific needs of the Trust, in conjunction with the post holder.

Key Responsibilities & Accountabilities

Main Responsibilities

Strategic

- Play an effective role in the development and implementation of Trust strategies and policies as a member of the Senior Management Team.
- Lead and participate in agreed multi-disciplinary activities and projects across the Trust.

- Management and effective utilisation of resources within the Coaching and Development department to ensure provision of quality services to clients.
- Contribute to the development and demonstrate a thorough understanding of the Trust corporate plan, to enable a clear focus on priorities and recognition of how the Coaching and Development Service contributes to the plan.
- Continuously review and evaluate processes and systems seeking greater efficiency and improvements within the Coaching and Development Service.
- Responsible for the development, and monitoring, of departmental policies.
- Report to and advise the PRRT Board on matters relating to the Coaching and Development Service.

Planning

- Development of an annual departmental business plan as part of the overall Trust business planning process in line with the Draft Programme for Government and Department of Justice priorities.
- Identify, monitor, and manage risks to the business at departmental and corporate level in keeping with the risk register.
- Develop and appraise new initiatives to meet the changing needs of the client group and current best practice.

Managing People

- Develop and maintain a multi-skilled and flexible team capable of providing excellent coaching and development services.
- Provide strategic direction and lead staff of the coaching and development team in the delivery of a professional service.
- Motivate coaching staff to achieve high levels of individual and team performance.
- Management of Coaching and Development staff to ensure that roles and responsibilities are performed to the high standard expected by the Trust.
- Conduct staff appraisals and link to planning appropriate training and development for departmental staff.
- Recruit new departmental staff as necessary including interviews and induction. Assist with recruitment elsewhere in the Trust as required.
- Review staff and team performance on a monthly basis in line with PRRT's performance matrix tool.

Managing Coaching and Development Services

- Maintain and develop a rolling programme for the delivery of coaching and development activities within the remit of the Trust and the available budget.
- Liaise with a wide range of Trust stakeholders, concerning provision of appropriate coaching and development services.
- Promotion and marketing of PRRT's coaching and development services and the wider Trust as required.
- Responsible for the ongoing appraisal and management of supplier contracts, re-tendering as appropriate to meet the needs of the service and to ensure delivery of services to comply with standards.

- Ensure consistency in the provision of coaching and development services by demonstrating a commitment and adherence to the code of conduct of professional coaching bodies and the 'matrix' standard for information, advice and guidance services.
- Monitor and evaluate service outcomes, plan and conduct audits to ensure quality and adherence to best practise and continual improvement of services.
- Report to CEO and Board on performance measures as set out in PRRT's Business Plan.
- Provide advice and assurance to the Chief Executive Officer and the Board on all departmental governance and performance measures.
- Risk management and reporting in respect of health and safety, service and business risk.

Financial

- Manage the departmental budget including compiling reports as required and liaison with the Head of Finance and Shared Services/Finance Manager to effectively ensure delivery of service against budget.
- Financial signatory for PRRT in respect of authorising budget spend for PRRT as a whole, when required.
- Financial monitoring and management of all supplier contracts.
- Responsible for composing departmental business cases for procurement exercises for good and services, in line with DoJ guidelines and to ensure that the requirements of the coaching and development service are met.

General

- To provide Trust and assurance to the CEO and Board on all relevant operational and governance matters
- To work closely with the SMT and CEO to ensure the Trust meets key objectives
- Preparation of Coaching and Development annual report submission.
- Ensure GDPR regulations are adhered to departmentally ensuring data integrity and security at all times.
- Is aware of, and understands PRRT's Equal Opportunities and Dignity at Work Policies.
- Is aware of, and understands PRRT's obligations in respect of the discharge of the section 75 statutory duties. Takes responsibility for the implementation of relevant actions identified in PRRT's Equality Scheme and Disability Action Plan.
- Deputise when required for other members of SMT.
- Perform any other duties within reason and capability related to the Trust.

Professional Coaching Role

- Updating coaching skills, knowledge and practice to maintain a high standard of coaching to meet the professional and ethical standards of the coaching profession
- Provide career and development coaching as and when required to meet the demand for the service.

- Deliver training sessions face-to-face and online to groups of clients as and when required.
- Supervise and support coaching staff in the delivery of services to promote good practice

This job description is a reflection of the current position, and is subject to review and alteration in its detail and emphasis in the light of future changes or developments. Any changes will be discussed with the post holder.

Essential Criteria

- A degree level qualification
- A minimum of a level 5 accredited qualification in coaching
- Minimum of 5 years' experience in coaching adults through the transition from employment to retirement and to set personal and professional goals
- Strong people management skills and experience to include a minimum of a full 2 years' experience (in the last five years) in people management
- Excellent interpersonal and communication skills
- Demonstrable ability in financial management and budgeting
- Knowledge of current networks, labour market trends and resources in relation to training and employment opportunities
- High level of computer literacy to include experience in the production of documents, reports and spreadsheets
- Access to a form of transport to meet the requirements of the post and willing to travel within Northern Ireland as required

Desirable Criteria

- An understanding of the issues facing the core client group
- Post-graduate qualification in management and/or leadership
- Experience in the presentation of complex service information to stakeholders and/or funders
- Experience in recruitment and interviewing
- Experience in dealing with and resolving complaints from service users or colleagues

The Selection Process

- Appointments to PRRT are made under the 'merit principle', where the best person for any given post is selected in fair and open competition.

Making your application

- The application form is designed to ensure that applicants provide the necessary information to determine how they meet the criteria detailed in the personnel specification.
- All applications must be made via the standard application form. CVs and late applications will not be accepted.
- The panel reserves the right to utilise desirable criteria in carrying out the short-listing for the position.

Interviews

- It is anticipated that interviews for the post will take place week commencing 29 November 2021.
- PRRT utilises competence based interviews. The personnel specification detailed above describes what people need to do to be effective in post. Competence is about what people actually do and how an individual applies or demonstrates the knowledge and skills whilst carrying out tasks.
- The selection panel will design questions to test the applicant's knowledge and experience. The personnel specification and competence framework detailed above will be used as the basis for the interview questions.

Communication regarding this recruitment competition

We will issue electronically as many competition communications as possible, you should therefore check your email account to make sure that you don't miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

Disability Requirements

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further please contact recruitment@prrt.org or on 028 904227788 or text relay: 18001 028 90427788.

Further Important Information relating to this Post

- **Security Clearance** - Where a position is offered, it will be offered subject to security clearance level 2, Non Police Personnel (NPP) and CTC clearance being confirmed via PSNI. Any offer will be retracted where security clearance has not been successful. A start date in post will only be confirmed upon receipt of security clearance.
- There is a probationary period of six months.

- Should further positions in PRRT be identified which are similar to that outlined in the role profile above, it is anticipated that a reserve list will be created of candidates who meet the required standard(s) against the interview criteria and who have acquired the necessary pass mark. Should any further vacancies arise, the highest scoring applicant on the reserve list would be allocated to the vacancy. The reserve list will be valid for one year from the final date of interview.

Additional Benefits of working for PRRT

- 25 days annual leave (rising to a maximum of 30 days depending on length of service), 11 days customary/public holidays and 2 discretionary days leave (pro rata for part-time staff)
- Healthcare scheme
- Northern Ireland Civil Service Sports Association membership
- A qualifying workplace pension scheme is available into which the Trust makes an employer contribution of 6% of salary
- Generous CPD policy, time off to attend courses where appropriate and payment of relevant professional body membership fees.
- Flexi-time Scheme
- Additional Annual Leave Purchase Scheme
- Generous sick, maternity/paternity/adoptive pay schemes.
- Death in service provision of four times pro rata annual salary
- Use of the Physiotherapy gymnasium at designated times

**CLOSING DATE FOR RECEIPT OF APPLICATIONS IS 12 NOON ON 16 NOVEMBER
2021**

**PRRT is an Equal Opportunities Employer and we welcome applications from all
suitably qualified persons**