



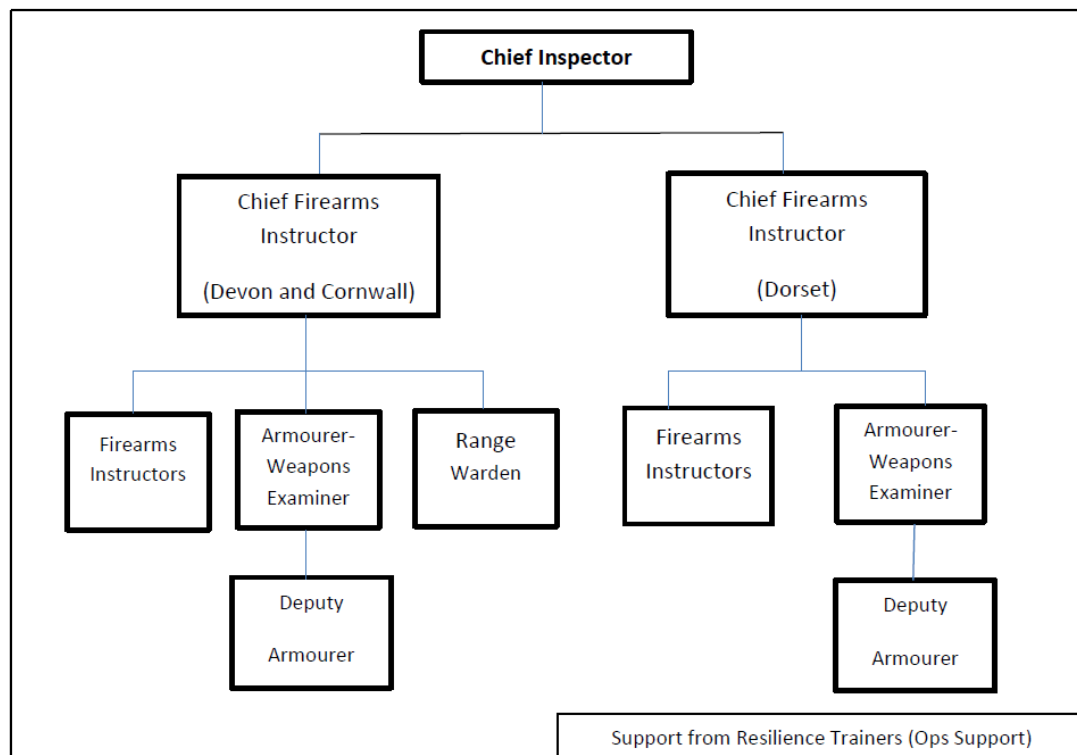
## Job Description

<b>Date:</b>	January 2019
<b>Job Title:</b>	Deputy Armourer
<b>Post Number:</b>	TBC
<b>Division/Department/Section:</b>	Alliance People Department/Resourcing and Development/Learning and Development
<b>Line Manager:</b>	Force Armourer

### 1. PURPOSE

This role will work under the direction and supervision of the Force Armourer, to maintain the serviceability of departmental firearms, explosives and nominated equipment. To ensure the management and husbandry of these assets whilst ensuring that departmental facilities are maintained to the specified standards. To assist in the identification, inspection and classification of firearms related evidential material.

### 2. POSITION IN THE ORGANISATION



People who work directly for this post

N/A	
<b>3. MAIN RESPONSIBILITIES</b>	
<b>What is the post responsible for? (INPUT)</b>	<b>With what results? (OUTPUT)</b>
Weapon repair and management in support of the Force Armourer.	The servicing of firearms related equipment, both training and operational. Including weapons, optics, and optronics. This will include the application of current legislation, whilst ensuring relevant NPCC, DSTL and CoP guidance is followed, as are local Standard Operating Procedures.
The management of the Firearms Department stock of Explosive materials and accountancy in support of the Force Armourer.	The receipt, issue, accountancy and audit of departmental explosive natures, both training and operational. The application of current legislation, whilst ensuring relevant NPCC, DSTL and CoP guidance is followed, alongside local Standard Operating Procedures.
Weapon management, accountancy and audit in support of the Force Armourer.	The receipt, issue, accountancy and audit of departmental weapons, both training and operational. The application of current legislation, whilst ensuring NPCC, DSTL and CoP guidance is followed, as well as local Standard Operating Procedures.
Identification, inspection and classification of evidential material under the supervision of the Force Armourer.	To examine and classify firearms and related evidential exhibits, if called upon to produce statements and to act as expert witness on behalf of the Force.
Management of stock control and processes in support of these and the Force Armourer	Ensure that role related stock (both operational and training) is received, issued, accounted for and audited in accordance with local Standard Operating Procedure.
Under the supervision of the Force Armourer, examine and classify firearms and related exhibits for the National Ballistics Intelligence Service and produce data for the National Ballistics Intelligence (NaBIS) Database. To be responsible for the entry of related data on to the system and for the control and movement of evidential material to and from the NaBIS Local Clearing House	To ensure the National Ballistics Intelligence Service is provided with relevant information and data regarding firearms.
The application of Health and Safety in accordance with Force Policy and local Standard Operating Procedures and when called upon to do so aid in the compilation of risk assessments.	To ensure compliance with Force Health and Safety policy and procedure and to ensure robust risk assessment processes are maintained
To produce and deliver instructional material to Police personnel and other individuals approved by the department	To ensure correct instruction is received by all nominated personnel.

Where no Range Warden is employed by the force this role to be responsible for range management, control and use. To carry out safety and housekeeping checks of the Range facilities to CoP standards.	To ensure correct use of the range in line with safety rules and procedures for the purposes of test firing weapons. Do we need to add in maintenance of the range here?
Inputs, updates and management of the Chronicle Armoury computer system and support delivery of training for all Chronicle users.	Allows all users to draw their weapons from the armouries and ensures that all weapons are serviceable for use. Records are up to date and all stock is correctly located and ready for weekly audits.
Download and maintain all CED (Tasers) where local station SPOC's are not routinely doing so and ensure all records are current and up to date and accessible for evidential recovery. Deliver training to local CED (Taser) users, SPOC's and updates and changes to secure cabinets.	This ensures all stock and safety precautions relating to the use of CED (Tasers) are complied with and ensure that all officers are deployed with the correct functional equipment. Allows local CED (Taser) trained officer's access to their equipment and that supervisors are trained in the management of Taser stocks.
This list of duties is not restrictive or exhaustive and the post-holder may be required to carry out duties from time to time that are either commensurate with/or lower than the grade of the post. In some posts, this might include the ad-hoc provision of guidance and informal training of new colleagues.	Completion of duties to meet the needs of the police service.

#### 4. CONTACTS

1.	National Ballistics Intelligence Service
2.	External suppliers
3.	External agencies (HMRC, Military, CoP, NCA etc.)
4.	Other Police Forces
5.	Authorised Firearms Officers

#### 5. SPECIAL CONDITIONS/ADDITIONAL INFORMATION

The post holder will be expected to work outside normal working hours on occasions; for example during firearms operations or firearms related warrants.

#### 6. HEALTH & SAFETY TRAINING

VDU Assessment and manual handling are required.

Your line manager has responsibility to refer the risk assessments appropriate to your role to identify any additional health and safety training required eg. Manual handling training, VDU Assessment, Control of Substances Hazardous to Health (CoSHH), etc.

## 7. HEALTH MONITORING

Completion of pre-employment health questionnaire (and medical examination if applicable) will be required to ensure fitness to undertake the role

Applicants/post holders will need to undergo annual audiometric testing and psychological monitoring.

You must disclose any relevant physical or mental health conditions that you have been diagnosed with or treated for in the past as this may affect your ability to safely handle a firearm, ammunition or explosive. Relevant medical conditions which must be disclosed are:

- Acute Stress Reaction or an acute reaction to the stress caused by a trauma
- Suicidal thoughts or self-harm
- Depression or anxiety
- Dementia
- Mania, bipolar disorder or a psychotic illness
- A personality disorder
- A neurological condition: for example, Multiple Sclerosis, Parkinson's or Huntington's diseases, or epilepsy
- Alcohol or drug abuse
- Any other mental or physical condition which might affect your safe handling of a firearm

## 8. VETTING

NaBIS vetting criteria (Baseline Check).

The post holder must not be prohibited under Section 21 Firearms Act 1968 from handling a firearm.

The post holder must disclose all previous convictions in accordance with The Explosives Regulations 2014.

## 9. TERMS OF APPOINTMENT

The commencing salary will be within Scale D £20,619 rising by yearly increments to a maximum of £22,833.

The working week will usually be performed between Monday and Friday, within office hours and a flexi-time scheme is in operation within the department. Office hours are 8.40am to 5.00pm, Monday to Thursday, and 8.40am to 3.40pm on Friday, with 40 minutes for lunch.

However, the demand for training dictates that some delivery will be required at weekends and evenings on occasion. You are required to respond positively to requests to work at evenings and weekends and where possible, the force will aim to ensure a fair distribution between the team, seeking volunteers in the first instance and/or devising rotas to ensure that training is covered.

Hours worked outside of office hours will usually form part of the normal contracted working week and will not usually be performed on overtime basis. The contracted working week is 37 hours for police staff excluding meal breaks (pro-rotas on a part time basis). Police Staff will receive the appropriate enhanced rates of pay in accordance with the Police Staff Council Conditions of Service for any weekend working, or evening working (after 2000 hrs). There may be occasions when unexpected demand or staffing shortages require overtime working, if this is the case then the relevant rates of pay will be claimable.

The Force Values together with the National Code of Ethics are a set of non-negotiable standards that all staff and officers must abide by. Loyalty to these Values and Ethics are a requirement for membership into the Force.

## 10. PERSON SPECIFICATION

### Essential Criteria

Criteria to be measured	Competencies Required
<b>Criteria A</b>	Successfully undertaken the following essential courses: Weapons Make Safe Module NPFTC G2 Manufacturers Weapons Maintenance Courses NaBIS Database Training & Annual Update Training CED Course
<b>Criteria B</b>	Good levels of Literacy and Numeracy.
<b>Criteria C</b>	Systematic, disciplined and analytical approach to problem solving.
<b>Criteria D</b>	Hand eye coordination and mechanical aptitude.
<b>Criteria E</b>	High levels of self-motivation, discipline and integrity.
<b>Criteria F</b>	Ability to read and interpret technical data and documentation.
<b>Criteria G</b>	An ability to work to deadlines and under pressure.
<b>Criteria H</b>	Ability to travel around the geographic area in order to respond to operational/training requirements. Occupational requirement.

### Desirable Criteria (if applicable)

Criteria to be measured	Competencies Required
<b>Criteria I</b>	Experience of a Police environment.
<b>Criteria J</b>	Experience with firearms, explosives and of a firearms range environment.
<b>Criteria K</b>	Proficient in equipment and logistical support.