PAY & GRADING - JOB SPECIFICATION TEMPLATE

This Job Specification sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role. Please ensure that this is read and in conjunction with the given family role for the post.

Profile Owner: NABIS

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Year 1 Apprentice – Ballistics Expert
Generic Role Profile:	Technical
Salary Band:	Grade 4
Operational / Non-Operational Role	Non-operational
Vetting Level:	MV/SC
Reporting to:	Forensic Technical Lead
Specific Role Purpose:	**Year 1 of a two-year apprenticeship**. Learning a range of forensic techniques related to firearm and ballistic examination and quality management processes in line with ISO17025, whilst working as part of a Forensic Ballistic team to contribute to the development of forensic intelligence products This year culminates in an examination which must be passed to progress to year 2
Key Responsibilities:	• Undertake responsibility for safety, certification and storage of all firearms and associated information submitted to NABIS, including making safe firearms to prevent unintentional discharges. • Develop a range of technical skills in line with their year 1 apprenticeship and personal training plan • Monitor the storage, and movement of firearms within a NABIS hub to ensure compliance with national protocols and ensure safe working practices.

	• Ensure that they understand and can apply ISO17025 accreditation requirements as detailed in the Standard Operating Procedures to any forensic examinations • Undertake the classification of all types of firearms and ammunition whilst preserving forensic evidence • Undertake the examination and photography of ammunition for identifying marks and modifications and ensure the efficient and effective use of IBIS technologies, • Using and updating NABIS systems in accordance with their role and responsibilities. • Support the maintenance of the firearm and ammunition reference collection and associated audit process. • Undertake the evidential test firing of firearms for classification and ballistic comparison as required, to national standards. • Making preliminary assessments of ballistic items submitted and make recommendations for fast-tracking those deemed suitable to maximise intelligence opportunities. • Ensure compliance with statutory requirements in relation to information management including the Data Protection Act 1998, the Freedom of Information Act 2000 and the Code of Practice on Management of Police Information as appropriate • Promote and comply with West Midlands Police policies on equal opportunities and health and safety both in the delivery of services and the treatment of others. • Carry out such other duties which are commensurate with the nature, responsibilities, and grading of the post.
Key Learning	• Knowledge of firearms history and manufacturing processes. • Understanding of general forensic techniques • Safe handling of firearms and how to make a firearm safe • Weapons and Ballistic material examination • How to safely fire a range of weapons • How to classify firearms in line with Section 5 and Section 1 of the firearms act • IBIS system and how to load samples

	• Requirements of ISO17025, Forensic Regulator Codes of Practice and related Standard operating procedures • How to avoid non-conformances and procedures to address them • Key legislation

SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE	
Knowledge & Experience	
Essential:	• A-Level or equivalent in a science subject and 5 GCSEs to grade C including Maths and English • A proven track record of attention to detail and a methodical approach to work • Knowledge and understanding of National Ballistics Intelligence Service • Competent IT skills including Microsoft Office applications
Desirable:	• Forensic work experience • Knowledge of police investigative procedures and intelligence led activity with experience of working in a policing function
Skills *This section should detail the competency requirement which could be developed through non-formal training. e.g. effective time management, influencing and negotiating, effective communication including written and verbal.* *Refer to skills database for core operational skills*	
Essential:	• Good verbal and written communications skills. • Good interpersonal skills • Excellent teamworking skills • Excellent organisational and time management skills.
Desirable:	• Health & Safety awareness

Hours of Work and Flexibility:	36.5hrs. Monday – Friday 08.00x16.00. There may be a requirement to work outside these hours or weekends if there is an operational requirement to do so.
Agile Work Style: (if applicable)	Hot desk in the NABIS hub

Restriction Level:	This is a two-year apprenticeship. To progress to year two of the programme ALL learning modules and examinations must be completed. All examination results must have achieved a pass mark