Specific Role Profile

This Specific Role Profile 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:

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Firearms Instructor
Generic Role Profile:	Business Support
Salary Band:	Band D
Operational / Non Operational Role	Non operational
Vetting Level:	
Reporting to:	Chief Firearms Instructor
Specific Role Purpose:	To plan and organise training postings and events and deliver training in accordance with appropriate guidance and standards.
Specific Role Responsibilities:	• Deliver training to authorised Firearms Officers and those attending initial courses. • Supervise practical exercises and provide constructive feedback. • Assess students and report on progress, ensuring performance is correctly evidenced and where appropriate implement development plans. • Supervise and manage all students engaged on courses, maintaining discipline and standards in class. • Design and structure lessons to meet course objectives. • Actively assist with planning, timetabling and development of courses to meet the needs of the force. • Assist with course evaluation and any subsequent changes to course content. • Participate in the on-going development of current and new lesson plans. • Assist with the identification of training needs. • Maintain a thorough knowledge of legislation and police procedures in respect of police use of firearms. • Assist with submissions to the College of Policing using the Quality Assurance Management System. • Provide information, advice and assistance as required in respect of police use of firearms.

Date:
Version:

	• Review and evaluate weaponry and other firearms equipment. • Maintain consumables utilised in training, ordering and recommending purchases as required. • Participate in the general upkeep and maintenance of the Park Lane Range and other training facilities, ensuring they are clean, safe and comply with Health and Safety requirements. • In the absence of the Armourer ensure all weaponry and ammunition stored in WMP facilities are correctly audited and stock levels maintained. • In the absence of the Armourer carry out maintenance and repairs to all weaponry. • Maintain and update training records. • Assist in sourcing suitable training sites. • Any other duties commensurate with the post.

SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE	
Knowledge & Experience *This section should detail the requirement of previous experiences and knowledge gained from academic qualifications if appropriate. E.g. significant experience of administrative duties, degree level educated.*	
Essential:	• Nationally Trained Police Firearms Instructor (within last 4 years). • Authorised Police Firearms Officer (within last 4 years). • Sound knowledge of the national Police Firearms Training Curriculum (NPFTC). • Level 3 qualification in Preparing to teach in the Lifelong Learning Sector (PTLLS) or equivalent.
Desirable:	• A1 or Training Assessment and Quality Assurance (TAQA) qualified. • Hold a current accredited teaching qualification. • IOSH/NEBOSH trained. • Previous firearms specialist in D9 (Dynamic Intervention/Hostage Rescue), D12 (Close Protection),or D14 (Rifle) NPFTC modules. • A good working knowledge of JML Chronicle it system for firearms training and armoury.
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:	• Demonstrate effective communication skills with the ability to give clear direction, instruction and feedback. • Good knowledge of IT systems, specifically Microsoft Office Programmes. • Able to work on own initiative. • Demonstrate effective decision making skills and the ability to make complex decisions without recourse to supervision. • Must pass NPCC fitness test (bleep test) to level 9.4. • Organisational skills to plan and organise training and staff postings.

Desirable:	• Able to produce comprehensive written reports. • Extensive knowledge of police weaponry.

Hours of Work and Flexibility:	In accordance with WMP flexi time policy.

Restriction Level:	