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: Head of NABIS

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Year 2 Apprentice - Ballistic Expert
Generic Role Profile:	Technical
Salary Band:	Grade 5
Operational / Non-Operational Role	Non-operational
Vetting Level:	MV/SC
Reporting to:	Forensic Technical Lead
Specific Role Purpose:	**Year 2 of a two-year apprenticeship**. Repeated application of key forensic ballistic techniques and quality management processes in line with ISO17025. Whilst working as part of a Forensic Ballistic team you will be examining firearms and ballistic material, and mastering microscopy to contribute to the development of forensic intelligence products. This year culminates in a final examination that must be passed to progress to Forensic Ballistic Expert
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. ▪ Ensure proficiency in a range of technical skills in line with their personal training plan ▪ Monitor the storage, movement and destruction of firearms within a NABIS hub to ensure compliance with national protocols and ensure

	safe working practices. ▪ Ensure that all forensic examinations are in line with the ISO17025 accreditation requirements as detailed in the Standard Operating Procedures ▪ Responsible for meeting demanding deadlines, Service Level Agreements and performance targets whilst remaining flexible and responsive to changing operational circumstances. ▪ Required to provide knowledge and firearms related inputs to firearms related units commensurate with their level of training and experience. ▪ To ensure continual development of forensic best practice in NABIS services and support identification of new techniques and skills ensuring a continuous improvement ethos. ▪ Using and accurately updating NABIS systems in accordance with their role and responsibilities ▪ Undertake the classification of all types of firearms and ammunition whilst preserving forensic evidence ▪ Undertake the examination and photography of firearms and ammunition for identifying marks and modifications and ensure the efficient and effective use of IBIS technologies. ▪ Undertake the evidential test firing of firearms for classification and ballistic comparison as required, to national standards. ▪ In conjunction with the Ballistics Experts, manage and assist in the development of data standards. ▪ Work with Ballistics Experts to develop intelligence products. ▪ Completion of Ballistics reports for examinations appropriate to their level of competency ▪ Responsible for the liaison with firearms experts from outside agencies other police services and defence experts as required to discuss casework. ▪ Carrying out manual microscopy comparisons of ballistics items against the open case file system. ▪ Supporting the Ballistics Experts by undertaking simple Casework commensurate with their level of training and experience ▪ To 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

	▪ To 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. ▪ To carry out such other duties which are commensurate with the nature, responsibilities and grading of 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:	• 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 • Basic auditing skills • Experience of firearms range control and range procedures • Key legislation • Aware of Health & Safety legislation relating to Ballistics Forensics
Key Learning	• Proficiency in weapons and Ballistic material examination • Confidence in the safe and effective test firing a range of weapons • Experience of classifying firearms in line with Section 5 and Section 1 of the firearms act • IBIS system and how to load samples

	• How to avoid non-conformances and procedures to address them • Basic auditing skills • Experience of firearms range control and range procedures • Key legislation
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:	• Ability to take a logical and analytical approach to solving problems and resolving issues • Good verbal and written communications skills. • Experience of non-conformance procedures • Good understanding of the application of ISO17025 • Excellent teamworking skills • Excellent organisational and time management skills.

Hours of Work and Flexibility:	36.5hrs. Mon- Fri 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:	Hot desk within the NABIS hub

Restriction Level:	This is a two-year apprenticeship. To progress to an Expert Role ALL learning modules and examinations must be completed. All Year 2 examination results must have achieved a pass mark