Job Title:	Mounted Unit Stable Manager
WMP Role Profile Title:	Stable Manager
Reports to:	Mounted Unit Inspector
Band Level:	Grade 6
Staff Responsibilities (direct line management of):	3 police staff grooms

Role Purpose

The role of the Stable Manager will sit alongside the operational police sergeants and will manage the Mounted Unit stable facilities, ensure animal welfare and manage the associated police staff members. Mounted Unit police constables will be directly line managed via the Mounted Unit Sergeants. The Mounted Unit will be overseen by the Mounted Unit Inspector.

The Stable Manager will supervise a team of police staff grooms, with responsibility for operational competence and capability, and ongoing continual professional development. The Stable Manager will perform administrative duties commensurate with the role.

The Stable Manager function exists to manage the day-to-day activities and administration of the stables facilities, it is not an operational policing role.

Experience, Education and Skills

	Essential/Desirable
Demonstrate an extensive equestrian background, with demonstrable knowledge of professional equine care, nutrition, and health management, with a particular focus on animal welfare and behavioural indicators in a variety of situations including animal transport, husbandry, and for veterinary and other equine treatments	E
Strong evidence-based equitation knowledge including up-to-date understanding of equine behaviour and learning theory alongside an ability to apply this practically when handling, riding and training horses, including large and inexperienced horses	E
Knowledge and understanding of positive ethical human-horse interactions, supporting the instructors and operational Mounted Unit officers in promoting confidence and security alongside minimising stress	E
Experience of managing teams of people, managing attendance, capability and continuous professional development relevant to their role	E
Demonstrates experience of accurate and timely record keeping and supervision of administrative duties	E
Demonstrates and maintains and excellent attendance record	E
Able to carry out rigorous physical duties commensurate with the role, for example safe lifting, bending, stooping, climbing, loading/unloading, carrying. (*This post is subject to medical examination*)	E
The role will be predominantly office hours, Monday to Friday, but must be willing to demonstrate flexibility around working hours and approach to	E

areas of work according to rostered schedules with an alternating/ rotating shift pattern	
Possess a full UK driving licence	E
HGV Cat C driving authorisation	D
Current HSE First at work qualification (or willingness to attain)	D
BHS Accredited Stage 4 Coach in complete Horsemanship	D
Experience of managing equine related emergencies and delivery of appropriate First Aid	D
Understand NPCC Mounted policy, Police Standard Equitation Course training standards and up to date training and welfare practices	D

Main duties

Equine welfare and care:

- Ensure all horses receive the highest standard of care, including appropriate nutrition, access to clean water, and routine health monitoring.
- Manage and implement care plans in line with veterinarians and qualified equine professionals as required to manage care tailored to the needs of each individual horse
- Monitor horses for signs of stress, discomfort, or illness and take appropriate action, including liaising with veterinary professionals.
- Oversee proper hoof care and schedule regular visits from farriers to maintain hoof health.
- Working in conjunction with the Mounted Unit Instructor/Sgt, implement and deliver structured exercise and conditioning programmes to ensure horses are fit for duty.
- Ensure all horses have access to appropriate turnout and enrichment to support their physical and mental well-being.
- Working in conjunction with the Mounted Unit Instructor support behavioural assessments of horses to ensure they are and continue to be suitable for police work.
- Working in conjunction with the Mounted Unit Instructor ensure that grooms and staff support ethical, evidence-based training methods to develop and maintain calm, confident, and responsive horses.
- Work closely with all riders and trainers to ensure horses are prepared for operational duties without unnecessary stress or risk.

Stable management and hygiene:

- Maintain high standards of stable cleanliness and hygiene to prevent disease and promote a healthy environment.
- Oversee waste management and biosecurity measures to prevent the spread of infections.
- Ensure appropriate storage and handling of feed, forage, and bedding materials.
- Ensure all staff and visitors follow all approved local procedures when working in or visiting the stables facilities.

Health and emergency care:

- Ensure implementation of equine first aid and emergency response plan for injuries or medical emergencies.
- Maintain accurate health records for all horses, including vaccinations, dental care, farrier and veterinary treatments.
- Liaise with veterinary surgeons, physiotherapists, and other equine health professionals for routine and specialised care.
- Ensure all aspects of a horse's duties are considered, including rest, loading and transportation.

Staff and team management:

- Supervise and support grooms, and other staff, ensuring they follow welfare-focused best practices.
- Conduct or facilitate training and CPD (Continuing Professional Development) sessions on equine welfare, handling, and emergency procedures for grooms.
- Ensure that all staff adhere to strict health and safety protocols for working around horses.
- Liaise with education provider(s) to ensure apprentice(s) are given the opportunity to gather evidence of and attain competencies required to take their EPA within any required timeframes.
- Supervisory oversight of the grooms in line with their role functions and ensuring adherence to WMP required training.

Operational duties:

- Ensure horses are properly prepared and equipped for operational duties.
- Carry out structured welfare assessment checks on horses pre and post-deployment to assess fatigue, stress levels, and any potential injuries.
- Ensure grooms and staff use appropriate tack and equipment and ensure all equipment is well-maintained.
- In conjunction with the mounted unit Sgt ensue that those responsible for the transportation, loading, monitoring and unloading of horses, understand the impact that transportation has on horses. Mounted Unit Sgt is responsible for fleet and driving instruction allocation.
- Ensure all staff involved always follow SOP'S and best practice guidelines.

Finance/ Procurement/Facilities:

- Assist to manage budgets connected with stable management, feed, bedding and other consumables, authorisation for vet and farrier visits, vehicle maintenance etc.
- Be responsible for the ordering of feed/bedding and all other consumables and services for the stables/horses.
- Liaise with WMP Property Services in relation to building management.
- Ensure that quotations, invoices, receipts and financial records are maintained and submitted in and effective and timely manner.
- Oversee the procurement of feed, bedding, medical supplies, and other necessary resources.
- Maintain accurate financial records and budgeting for yard management.

Compliance and welfare legislation

- Ensure the stables operate in compliance with animal welfare legislation, including the Animal Welfare Act 2006, the Equine Identification (England) Regulation 2018 and The Welfare of Animals (Transport) (England) Order 2006.
- Maintain knowledge in line with the College of Policing recommendations for authorised professional practice for mounted police units.
- Conduct regular welfare assessments to identify and address any issues proactively.
- Set a positive example and ensure staff display professional conduct, always representing the mounted unit appropriately.
- Maintain any WMP Mounted Unit electronic or paper records including welfare, logistics, care and veterinary, horse behaviours and horse/stable incidents.
- To implement WMP Disease Outbreak Management Policy when necessary
- To fully participate in WMP's development review process for oneself and staff managed and ensure all complete mandatory WMP training.
- Maintain any professional CPD
- To comply with and ensure staff adhere to the requirements of WMP's policies on Drug and Alcohol testing – requirements in respect of specific posts/ roles are described in the policies which are available on the Intranet/SharePoint.
- Adhere to and ensure staff comply with Data Protection, Freedom of Information and Human Rights legislation and the Authorised Professional Practice (Information Management). The most current guidance and advice in respect of compliance with the legislation and information / records management standards can be found on the Information Management Intranet site/Information Services SharePoint site.

Other

- When required, assist with any duties in the Groom job description.
- To attend to the horses at other locations when required, e.g. turn-out location.
- To ensure security of premises during normal working hours, including the perimeter gates.
- Liaise with other Mounted Section managers to identify & promote good practice in management of stable yards/ animal welfare.
- Represent WMP Mounted Unit in any appropriate meetings and working groups.
- To carry out such other duties which are consistent with the nature, responsibilities and grading of the post or commensurate with the role of Stable Manager in the equine industry.

This job description records the principal responsibilities of the job at the date shown. The job description will be updated from time to time in conjunction with the post holders to reflect changes.

Please note that we will consider making reasonable adjustments to the above, in line with the Equality Act.