Role Description

JOB TITLE:	Puppy Development Assistant	**REPORTING TO:**	Breed Scheme Manager
DEPARTMENT:	Operations Dog Unit	**GRADE:**	Grade 4
DATE:	30/06/2026		OSX.DogUnit-TrainingCentre.SS.009

1. MAIN PURPOSE OF ROLE

To assist the breed scheme manager with the running of the breeding program, development of young puppies and young dogs making sure WMP is self-sufficient in suitable dogs for handlers at all times, to generate income for the unit. Support all puppy walkers and brood bitch holders. Support kennel staff and development of dogs within the kennel environment.

To undertake general clerical duties and maintain computer records. To assist with maintaining and record all training completed with the dogs, kennel club registrations, breeding documentation, puppy walking contracts sale forms and health screening requirements.

2. KEY RESPONSIBILITIES

- To assist the breed scheme manager with the running of the breed program
- To advise and train all walkers and brood bitch holders, developing them in the role of puppy walking and young dog development (Socialisation and enviromental training)
- Home visits for new walkers and rehoming for due diligence inaccordance with NPCC Guidance. (80-100 Volunteers)
- To develop all puppies and young Dogs, including scheduling puppy training via duty sheet
- Develop and train young dogs daily that are housed at WMP kennels
- To be on call out of hours and deliver puppies
- Assist with Veterinary liaison
- To assist with the day to day running of kennels and whelping block, ensuring the highest standards possible in terms of welfare, administration and hygiene
- To provide support to brood bitch holders during dog pregnancy, ultra sound scanning and wellbeing checks
- To manage and coordinate volunteers at DTC
- To undertake general clerical duties, office tasks and maintain computer records
- Any other tasks that are allocated by the breed scheme manager and commensurate with the grading of the role

3. COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE

Knowledge & Experience (including qualifications)

Essential

- A Good understanding of breeding protocols and blood lines
- Animal Welfare Qualification

- Be able to recognise the various behavioural traits of a dog
- Be experienced in young dog development/behaviour and puppy selection
- Basic IT skills (ETC Word/Excel/email)
- Full UK Driving licence
- Knowledge of the Five Domains

Desirable

- First Aid Qualification
- Risk Assessment Qualification
- Animal Behaviour Qualification
- Whelping Experience

Skills

Essential

- Must possess integrity and professionalism at the highest standard
- Must be a dynamic motivated individual who seeks a challenging role in Police Dog Training and able to work with minimal supervision
- To be able to evidence a good level of management ability.
- Must possess a high level of flexibility.
- Must possess a good understanding of the benefits of quality and up to date training methods.
- Preferably should be have the ability to utilise the Internet understanding how it can enhance research into up to date training methods

Desirable

- Analytical mind to identify problem solving solutions

Contacts (Internal and External)

- West Midlands Police Officers
- Police Staff
- External Students
- Vets
- Puppy Walkers
- Media
- Outside Contractors

- Outside agencies regarding Police Dog Training Venues

Budgetary Responsibility
Nil

Special Conditions
Shifts-This role is generally working Monday-Friday during office hours, but working evenings and weekends may be required.

Direct Reports