



NOT PROTECTIVELY MARKED

HR1:13.1
Version 1.0

JOB DESCRIPTION

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	<u>Police Dog Instructor</u>	PC
Department:	<u>Learning & Development</u>	Area: <u>FHQ</u>
Reports To:	<u>Sergeant Force Dog Training</u>	No of Posts: <u>3</u>

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

The post exists to support the achievement of Divisional and Force-wide objectives through the design and delivery of training for the forces general purpose and specialist police dog teams, ensuring all teams meet and maintain the require NPCC Police Dog Licensing Standards

Continue on a separate sheet and attach if required

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C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

None

Staff Responsibilities – Direct or Non-Direct

None

Any Other Statistical Data

None

D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

- Effective assessment of dogs and potential handlers for suitability in the police dog / handler role.
- Delivery of dog / handler training courses and compilation of appropriate training assessment reports.
- Delivery of basic and referral General Purpose and Explosives Search Dog courses.
- Effective problem solving to address officers / dogs on referral courses.
- Quality assessment of dogs / handlers in the operational environment.
- Any other reasonable duty as requested.

Continue on a separate sheet and attach if required

E. DECISION MAKING:

Make decisions

The post holder will be expected to use their skills and experience to contribute to the design of future training courses including operational trials as appropriate. Assess candidate to the required NPCC Police Dog licensing standards

Significant say in decisions

None

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

The role will involve regular contact with BTP Officers and staff for the purpose of delivering training.

External

The role will involve regular contact with external training facilities and trainers for the purpose of arranging and conducting training.

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

Accredited NPCC Dog Training Instructor for General Purpose Police Dog Teams,

Accredited NPCC Dog Training Instructor for Explosive Search/Passive Scanning Dog Teams or has experience handling specialist search and passive scanning dogs and willing to undertake an NPCC accredited explosive search dog team instructors course

Experience:

- Experience as an operational police dog handler. Have handled at least 2 operational general purpose police dogs and a specialist search dog
- Experience as a NPCC accredited General Purpose Police Dog Instructor

Skills:

Work unsupervised, have a high level of communication skills both written and oral, demonstrate an effective listening style, working knowledge of health safety and welfare, ability to manage and develop people, show respect for race and diversity through knowledge of community and customer focus, have excellent decision making and problem solving skill, physically fit. Proven Police Dog handling ability. Proven NPCC police dog accredited instructor

Flexible approach to working practices, excellent sickness record, ability to adapt if required

Knowledge:

Full and up to date knowledge of all procedures and disciplines required of an accredited NPCC Instructor. Full and up to date working knowledge of the NPCC current Police Dog Manual Of Guidance, Thorough knowledge of the national decision model, use of force policy, procedures and reporting, all current legislation appertaining to the use, deployment, care and welfare of police dogs, including the BTP Dog SOP and Dangerous Dogs act and Animal Welfare Act

Desired Criteria:

Qualifications and Training:

VA Police Driver with van qualification and license. First Aid at work, Health and Safety Risk assessor, classroom skills course, A1 assessor

Experience:

Thorough knowledge, understanding and experience of general purpose and specialist search police dogs both operationally and in training

Skills:

As Essential

Knowledge:

As Essential

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

The post holder will be required to travel within the UK as part of the role and overnight stays may be required.

To provide resilience to the Force, Divisions and Operational Dog Teams the post holder will be required to handle a licensed operational police dog as directed by the Sergeant Force Dog Training.

The post holder will be required when necessary to run on dogs in preparation for up and coming courses as directed by the Sergeant Force Dog Training

Continue on a separate sheet and attach if required

I. AUTHORISATION DETAILS:

Prepared By: PS 3321 Steve Palmer (Force Dog Training Sergeant) Date: 03/10/2017

Authorised By: _____