



BRITISH
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POLICE

BTP FIREARMS INSTRUCTOR

Candidate Information Pack



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Section One

The Role & Eligibility

Job Title: Firearms Officer
Rank: Constable
Department: Specialist Operations
Reports to: Deputy Chief Firearms Instructor

Purpose of the Role

To teach, train and coach all staff involved in the Management, Command and Deployment of firearms officers, and support BTP's on-going firearms training programme through qualification shoots and all other training to support the Deputy and Chief Firearms Instructor.

As a Tactical Advisor you will provide tactical firearms advice to firearms commanders on a rota basis (qualification desirable).

As an Operational Firearms Commander (OFC) you will provide resilience to the operational teams and oversee the development and mentoring of other OFCs (qualification desirable).

Main Duties

- To provide shooting and tactical training, classroom based lessons and any other firearms training as directed by the Chief Firearms Instructor.
- Involved in the preparation of lessons, delivering effective training through classroom presentations and a range of instructional duties.
- Complete assessments/reports of students against the national standards and core competencies modules and units from the National Police Firearms Training Curriculum.
- Undertake research and evaluations into police firearms and associated tactics.
- Provide tactical advice to Firearms Commanders
- Perform the role of Operational Firearms Commander (OFC) and mentor and train new OFC's

Additional Responsibilities

- Work, as part of a team to carry out routine armed overt security patrols as directed, or working with other officers providing high visibility or reassurance policing by providing an armed static and patrol capability protecting the railway community, passengers and the public in London termini. This may also include deployment at identified Railway premises and venues in other parts of the country, if the threat deems it appropriate.
- It will be necessary for you to carry out unarmed duties as and when required.
- Deploy as part of a team, to resources spontaneous firearms related incidents and pre-planned operations to support the Force's counter terrorism objectives on the jurisdiction of the railway, and to providing support and advice to other officers and agencies as required.
- Maintain the high standards of firearms training and physical fitness required as an authorised firearms officer.

Whilst the post is primarily based in London, officers in Specialist Operations may be called upon to work Force-wide and may be required to travel at short notice.

Essential Eligibility Criteria

- Currently serving in a Home Office force as a qualified ARV Instructor
- Successful completion of a Police National Firearms Instructors course
- Qualified as a Tactical Advisor, or willing to complete the course
- Qualified as an Operational Firearms Commander, or willing to complete the course
- Willing to undertake operational deployment and/or mentoring of other staff

In addition, at the time of application submission candidates must be able to confirm:

- No findings of guilt for complaints or poor performance, or subject to any current investigations for misconduct.
- Must not currently be subject to an unsatisfactory performance review or action plan
- All mandatory training is up to date

You will not be eligible to transfer to BTP if you have any convictions, cautions, reprimands and penalty notices other than select driving penalty notices. You will not be eligible to apply if you have an existing CCJ or IVA outstanding against you. Applicants who have been registered bankrupt will not be considered until three years after discharge. Failure to disclose any of the above will lead to your application being rejected.

Additional Information

BTP operates a strict attendance management policy, and individuals who have averaged the following triggers over the previous three years will ordinarily be rejected from the process:

- 2 occasions in 6 months
- 3 occasions in 12 months
- 8 days in 12 months

Consideration will be given to absences resulting from injuries on duty, pregnancy, or conditions covered by the Equality Act 2010.

In applying for this role please be aware that:

- You must be TASER qualified, in line with the ARV role profile
- You must be willing to pass enhanced BTP Vetting and Medical checks prior to transferring to BTP
- You must be able to achieve level 9.4 on the JRFT prior to transferring to BTP
- You must be willing to attend various training courses including, if necessary, a full Initial Firearms Course, including any periods of training in residence across the country
- You must be physically and medically able to pass annual assessments, including nationally agreed eyesight, hearing and enhanced fitness standards
- Be physically able to carry additional role-specific body armour and equipment
- Be willing to submit a medical declaration annually, and agree to any subsequent medical assessments that may arise out of the submission of this declaration
- If appointed, officers must be able to attend all rostered shifts
- Applicants should be aware of the dangerous circumstances they may have to face in this front line counter terrorism role
- **This role will carry a minimum tenure of 3 years**

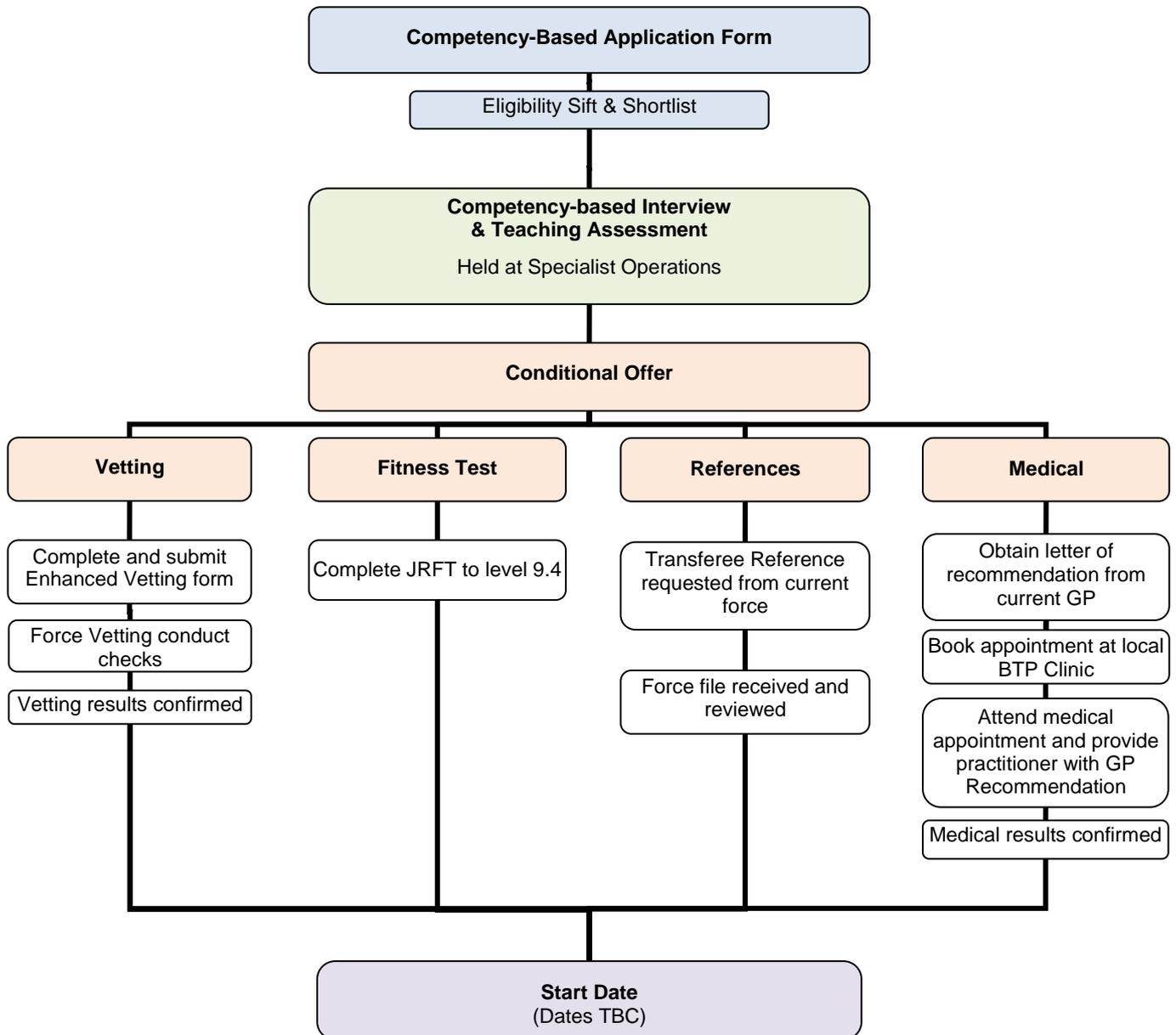


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Section Two

Recruitment Process

Recruitment Process



Competency-based Application and Interview

The BTP recruitment process uses competency-based assessments measured using the competencies of the Policing Professional Framework (PPF).

All competency-based questions used throughout this process are therefore scored against the following competencies and indicators:

Serving the public
Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.
Openness to change
Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change and putting forward ideas for improvement. Takes an innovative and creative approach to solving problems.
Service delivery
Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.
Professionalism
Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.
Decision making
Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.
Working with others
Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.



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Section Three

Equipment and Roster

BTP Firearms Equipment



The BTP Firearms Unit has recently gone through substantial change as part of an uplift in Specialist Operations. The unit has a brand new armoury and briefing facility in the Specialist Operations building, and all BTP Firearms Officers are issued with Firearms-specific uniform and Mehler Ballistic body armour.

BTP Firearms Officers use carbines and pistols, as well as less-lethal options such as TASER and Baton gun. Firearms used within BTP have been selected for their ease of use, suitability for purpose, and adaptability to future operational needs. Their suitability for the railway environment has been a particular consideration, and models have been chosen that offer greater accuracy over longer distances and in crowded or confined areas.

Glock 17 pistol



Manufacturer	Glock - Austria
Calibre	9mm
Overall length	186mm
Overall height	138mm
Overall width	30mm
Barrel length	114mm
Weight with magazine	905g
Magazine Capacity	Standard 17 rounds
Operation	Recoil operated, Semi-Automatic
Features	<p>Most of the Glock's components are made from high-strength polymer to provide increased durability over most steel alloys, and it has a low profile which holds the barrel axis close to the shooter's hand, reducing muzzle-rise and allowing for improved accuracy.</p> <p>The Glock is designed with three independent safety mechanisms to prevent accidental discharge, including a two-stage trigger which ensures the pistol can only ever fire semi-automatically.</p>

Lewis and Machine Tool (LMT) CQB Carbine



Manufacturer	LMT, USA
Calibre	5.56mm
Overall length	Stock extended - 78 cm Stock retracted - 70 cm
Barrel length	27cm
Weight with magazine	2.9kg
Magazine capacity	20 rounds and 30 rounds
Operation	Gas operated, semi-automatic
Features	<p>The CQB series of carbines feature a unique, one-piece, forged upper receiver. The one-piece receiver provides greater strength and stability and features a fully "free-floating" stainless steel barrel for improved accuracy.</p> <p>The carbine is semi-automatic only and is fitted with a precision two-stage trigger designed specifically for police use.</p> <p>The carbine is fitted with a Leupold CQB sight, allowing up to three times magnification, as well as a side-mounted razor sight (not pictured) for short-range target acquisition.</p>



Roster

The working hours for the role of Firearms Instructor, with effect from 1st September 2014, will be 08.00 – 18.00 hours from Tuesday to Friday.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Rest Day	0800-1800	0800-1800	0800-1800	0800-1800	Rest Day	Rest Day



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Section Four

Salary & Pension



Salary & Allowances

BTP operates on the same Windsor Salary Scale as Home Office forces. As such, your basic salary, including your increment date, will be maintained on transfer as follows:

For officers in service before 1st April 2013:

Pay point	Basic Salary
2	£28,586.36
3	£30,330.63
4	£31,285.45
5	£32,289.23
6	Removed
7	Removed
8	£35,126.12
9	Removed
10	£38,002.81

For officers who commenced service on or after 1st April 2013:

Pay Point	Basic Salary
2	£23,931.55
3	£24,975.11
4	£26,015.61
5	£28,096.61
6	£32,289.23
7	£38,002.81

As a central-London posting, this position also attracts the London Weighting of £2,325 per annum and the London Allowance of £4,338 per annum.

BTP employees are paid every four weeks in arrears. Your basic pay earned in any four-weekly period will be paid within seven days of the expiry of each such period. Any enhancements, or other monies due to you, will normally be paid at the same time.

Pensions

Introduction

The information in this leaflet is given on a “without prejudice basis” and does not form any part of your contractual entitlements. It does not confer any rights to benefits from the Fund other than those provided by the Fund Rules.

The benefits payable from the British Transport Police Superannuation Fund are set out in the Rules of the Fund and a full guide for members will be included within your welcome pack when you join.

All Officers under the age of 58 (63 for Superintendents and more senior ranks) will be entered into the BTP Superannuation Fund on the day they start work.

BTP operate a Pension Salary Sacrifice Scheme (PensionPlus). You will automatically be enrolled into PensionPlus and your Reference Salary will be reduced, in accordance with the PensionPlus Scheme rules, by an amount equivalent to the level of pension contributions.

On 1 April 2015, the British Transport Police Authority introduced a new ‘CARE’ section of the British Transport Police Force Superannuation Fund (BTPFSF) for new entrants training to become Police Officers, for transferee Police Officers who have no protection in a Home Office force pension scheme, and for re-joining Officers who have had a break in service.

The term CARE stands for ‘Career Average Revalued Earnings’. This means that on retirement the pension earned by the Officers will be the sum of the benefits accrued each year uplifted in following years by the consumer price index plus 1.25% per annum over the period of membership in the Fund.

Officers transferring from another force into the BTP whose pensions are protected in the Home Office may retain a form of protection on transfer, subject to confirmation from your current force regarding your current pension arrangements and subject to the approval of the British Transport Police Authority. It is your responsibility to ensure that the Recruitment team is aware of any level of protection that you may have.

Those currently in protected 30 or 35-year final-salary schemes in their host force may be offered the terms and benefits of BTP’s 2007, 35-year pension scheme. Those who are protected in a 35-year final-salary scheme in their host force, either in permanent or tapered protection, may retain their protection as per their current arrangement. Those currently enrolled in the CARE scheme in their host force, or those who have left service and are therefore no longer an active member of a Home Office pension, will receive the terms and benefits offered by the BTPFSF CARE scheme.

Transferring pension benefits

The fund can usually accept a transfer of benefits from your previous pension scheme if it is approved by the Her Majesty’s Revenue and Customs (HMRC). The rules of the Fund allow transfers-in of past membership in from Home Office forces. However, such transfers need to be on a basis agreed between the Home Office and BTPA, set out in a ‘bilateral transfer agreement’. There is currently no bilateral transfer agreement in place for the BTPFSF CARE Section, so it is currently not possible for transfers to be processed or for transfer quotations to be provided.

To discuss this further, please contact the HR Business Centre on 0121 634 5630



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Section Five

FAQs

- **I'm an officer in Civil Nuclear Constabulary, am I eligible to apply?**

The BTP do not accept transferee or re-joiner applications from Officers serving in the Civil Nuclear Constabulary.

This is due to the differences in training between the CNC and BTP.

This is a force-wide decision that applies to any Officer position in the BTP, and there is no scope for flexibility in this decision.

- **I'm an officer in Ministry of Defence Police, am I eligible to apply?**

We are not accepting applications from MDP officers at this time for the instructor positions. This is due to the requirement for Instructors to have experience in training to the ARV role profile. MDP officers should refer to our recruitment website for upcoming vacancies.

- **What will my salary be in BTP?**

BTP operate on the same Windsor Salary Scale as the Home Office forces, therefore your basic salary (minus allowances) and increment date will be maintained on transfer.

Some BTP postings receive location-based allowances in addition to basic salary. These are detailed in the advert.

- **Requirements around PDR and Sickness Records**

Offers are asked to upload copies of last reporting year's completed PDR and their sickness record from the previous three years. This is so we may assess any recent performance issues, and ensure that attendance is in line with BTP policy.

Officers just out of probation may not have yet been issued with a PDR. In such cases, we will accept performance reviews from their tutor constable as an alternative provided that they are officially documented.

Individuals who have averaged any of the following absence triggers will ordinarily be rejected:

- 2 occasions in 6 months
- 3 occasions in 12 months
- 8 days in 12 months

Consideration will be given to absences resulting from injuries on duty, pregnancy, or other conditions covered by the Equality Act 2010

- **Travel entitlements**

BTP officers receive either free or heavily discounted travel via a Residential Pass for the purpose of travelling to and from work. The exact cost would depend largely on the posting you accept and the distance from your home station.

- **Where is the training based?**

The training course is primarily based in BTP's central-London Specialist Operation Unit, though portions of the training may be out-based in locations across the country. Details will be provided to you once you are confirmed on to a course, and accommodation will be provided where necessary.

For any further queries, please contact the Recruitment Team on 0121 634 5630