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## JOB DESCRIPTION

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

### A. POST DETAILS:

Job Title:	Force Armourer	Current Grade:	
Department:	Specialist Operations	Area:	FHQ (National remit)
Reports To:	Deputy Chief Firearms Instructor	No of Posts:	1
Level of vetting:	NPPV3		

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

The Force Armourer is the force Subject Matter Expert for all weaponry. It manages and is accountable for the inspection, service, maintenance and repair of all firearms and ancillary equipment, less lethal weapons and related training equipment possessed by the BTP at all three Armed Policing Sites and associated armouries. It makes decisions on the fitness for operational use of weapons and associated equipment.

The post is responsible for the management of all three force Armouries, with support from Armed Policing Sergeants and Inspectors, and oversees the issue of all weaponry and associated equipment to Authorised Firearms Officers (AFOs), providing advice on matters including weapon handling and clearing.

It is also responsible for conducting audits of the Armouries and managing compliance in this respect with a range of critical legislation, National Armed Policing requirements, and BTP Armed Policing policy. Compliance in these areas is critical to the retention of BTP's firearms licence and compliance with relevant internal and external audit and inspection activity.

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

**Financial – Direct or Non-Direct**

To manage the Armoury element of the Armed Policing budget, non directly, to ensure that all services, repairs and equipment purchases are submitted within the constraints allowed.

To manage the force ammunition budget, circa £371,000 and submit procurement where supply/demand dictates

Advise on the procurement of weapons through the capital purchase process and PCIB, including the development of business cases.

Manage the divisional Taser budget and procure Taser cartridges and training equipment.

Manage the cyclical replacement of Weapons and Tasers through the cyclical capital replacement programme

**Staff Responsibilities – Direct or Non-Direct**

To manage weapons maintainers seconded to the Armoury for periods of time, taking accountability for their actions and ensuring that all work is completed appropriately by them.

To ensure all visitors to the armoury are complying with Health and Safety and Armoury policies.

**Any Other Statistical Data**

BTP has over of 1500 firearms, weapons and CEDs that require constant servicing and maintenance. These include operational as well as non-operational firearms and associated weapons and equipment that are utilised for training purposes

Advise the force on internal Armed Policing Data and obtain where necessary external armed policing data.

Advise Chief Officers on all Armed Policing, weaponry and other directly related subjects as the force Subject Matter Expert on Weaponry

Advise the acc Specialist Operations on the Armed Policing Strategic Threat & risk Assessment in regards to weaponry, capability and National directions through the College of Policing. .



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

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Oversee and be accountable for the management of all three BTP Armouries and the weapons and equipment thereby contained.

Ensure that all weapon inspections mandated by legislation and relevant policy are carried out in accordance with the College of Policing (CoP) guidance and manufacturers instructions, and comply with BTP policies.

Prepare weaponry and related equipment for daily use by Authorised Firearms Officers (AFOs) for both training and operational commitments, and maintain oversight of this activity at all three armouries.

Provide a comprehensive support service for all forms of training and operations undertaken by the force at all BTP Armed Policing sites.

Manage timely and accurate record keeping in relation to all firearms and ancillary equipment, less lethal weapons, pyrotechnics and ammunition including their storage, and ensure the safe disposal and recording of such when appropriate.

Manage the maintenance, service, repair and purchase of force firearms and associated equipment including taser (CED). BTP has over of 1500 firearms/weapons/CEDs that require constant servicing and maintenance. These include operational as well as non-operational firearms and associated weapons and equipment that are utilised for training purposes.

Manage the servicing of firearms and associated equipment, ensuring that it is completed on a quarterly basis, managing the challenges imposed by the resource intensive of this work. Ensure compliance with relevant health and safety standards throughout and sign off such compliance for audit purposes.

Assist in cleaning and securing all firearms once weapons after use, ensuring weapons are fully stripped and checked by the Armoury Team to assess weapon integrity, specifically for corrosion caused by 'weapon sweating'. Ensure weapons are then appropriately secured on a timely basis and available for operational use.

Act as the force Subject Matter Expert (SME) for weaponry, providing a range of advice on matters including the safe handling and clearing of firearms. Receive, record, store and arrange secure disposal of all firearms, ammunition, explosives seized as forensic evidence and oversee the transport of such items as required to the place of disposal.

Represent BTP as required at relevant national and regional external groups, committees and projects, under the direction of the Chief Firearms Instructor (Inspector).

Assist in the maintenance and compliance of all three Armouries with strict Health and Safety policy, ensuring that formal assessments and spot checks of the Armoury and magazine areas are conducted consistently, on a timely basis, and are rigidly audited to ensure compliance with relevant policy.

Lead the auditing of all force armouries as per the BTP Armoury Policy, ensuring accurate recording and reporting discrepancies to the Head of Armed Policing and support the implementation of mitigating actions and improvement activity where required.

Manage compliance with all relevant standards to ensure the BTP comply with all National Armed Policing requirements.

Assist, as required, any other Police Force, or Government Agency with any query or operational requirement, having due regard to the requirements of BTP and the authority of the head of Armed Policing.

Ensure all presentations or lessons in relation to safe handling are in strict accordance with relevant training packages, risk assessments and safety briefs.

Ensure all Chronicle Armoury records of all assets are accurate and that all servicing, faults and uses are accurately recorded

Maintain accurate records of current stocks and ensure minimum levels are exceeded.

**E. DECISION MAKING:**

**Make decisions**

The Force Armourer will be the recognised force Subject Matter Expert for all weaponry. It will be the responsible decision maker in ensuring that a weapon and any associated equipment is fit for operational use, and withdrawing any weapon from operational use if any reason arises to doubt its operational capability.

This decision making is part of the additional responsibilities of the armourer position. It should be noted that the previous role of weapons maintainer was required to refer all decision making regarding any weapon to the armourer at the City of London Police, which also incurred a cost.

**Significant say in decisions**

Removal of any persons from the Armoury in the event of a safety Critical incident.

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

**Internal**

All members of the Armed Policing team for both management and operational decisions

Divisional Taser SPOCs

Audit & Compliance

Specialist Operations SMT members

**External**

Force Armourers for other forces and constabularies

National Armed Policing Working Groups and similar external groups and meetings

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

**Essential Criteria:**

**Qualifications and Training:**

Military Armourers Qualification (i.e. Armed Forces Grade 1 or equivalent)

Previous qualifications commensurate with role ( Level 5 Higher National Diploma in Engineering Ammunition Storeman Course or similar)

**Experience:**

Police or Military background, with proven experience as an Armourer (or in similar role) and extensive experience with firearms, ammunition and ancillary equipment. Applications will be considered from suitable persons who have been trained as gunsmiths in the civilian arms trade.

Substantial experience of testing and evaluating weapons and munitions.

Experience in delivering firearms training to Officers (e.g. 'make safe' training, and training for reality)

Experience in engagement with multiple management levels and external bodies/ organisation.

Experience of the safe storage and control of firearms, ammunition, explosives and pyrotechnics.

Experience of working with other forces, partners and outside agencies

Experience maintaining records systems relating to weapons systems, ammunition & firearms equipment.

**Skills:**

Effective oral and written communication skills (including public speaking in a court environment) – ability to make written submissions with recommendations following evaluation and testing of weapons/munition. subject matter expert for the BTP and the Expert Witness for the Force in relation to firearms where necessary.

Ability to work flexibly, both individually and as a team member.

Good IT skills, including the use of MS Office, with the ability to learn new software quickly (e.g. Chronicle).

Good level of fitness, as a degree of manual handling is necessary.

Ability to maintain own portfolio of work and continue to sustain current and future skill set.

Effective leadership and management skills in order to develop and support the CFI and Weapons Maintainer/Assistant. Also, to assist and lead future Operations and run a highly effective Armoury across all 3 sites. .

Full UK Driving licence

**Knowledge:**

In depth knowledge sufficient to act as the force subject matter expert for BTP and as the Expert Witness for the Force in relation to firearms where necessary.

Thorough knowledge of force weapons inspections, servicing and repair making use of recognised engineering practices in preparation for monthly inspections.

Knowledge of armoury firearms operations, legislation/Regulations, and procedures including those for explosives. As well as a detailed knowledge of technical data relating to firearms and ammunition.

Knowledge of current firearms legislation and manufacturers' data in order to ensure compliance with Health and Safety and College of Policing Standards.

Knowledge of strict Health & Safety protocols and ensure that these take place consistently and rigidly audited (including dip-checks of the Armoury and magazine areas).

Knowledge of procurement policy and process including the raising of Purchase Orders.

Demonstrable knowledge of the Firearms Act, Explosives Act, Health & Safety Legislation, Control of Explosives Regulations, Control of Substances Hazardous to Health Regulations, and Packaging of Explosives Regulations is essential.

**Desired Criteria:**

**Qualifications and Training:**

Glock Manufacturers Armourers Initial course

Benelli Manufacturers Armourers Initial course

Sig Sauer Manufacturers Armourers Initial course

**Experience:**

Presentations to external organisations

**Skills:**

National Firearms Instructor

IOSH Managing Safely

**Knowledge:**

Knowledge of JML Chronicle Armoury Systems

Relevant Police Use of Firearms policies and legislation



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**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 is based within the Armed Policing unit of BTP Specialist Operations at Blundell Street, London.

The structure of the British Transport Police Armed Policing unit comprises of full-time ARV teams and instructing team that has responsibility for policing the unique environment within the Railway based at London, Birmingham and Manchester. Officers provide a 0700-2300 response in the form of dedicated Armed Response Vehicles. To maintain this capability demands a comprehensive back office functionality comprising a Force Armourer together with a Deputy Armourer and Weapons Maintainer/Armourers Assistant. These roles are crucial to enable the discharge of responsibilities which include amongst other duties the maintenance of the firearms range, operational weaponry and equipment.

This post is a full time position, predominantly working Monday-Friday, flexi working would be considered. The post holder must be able to change shifts at short notice in the event of a major and or critical incident to support the unit. The post holder will be required to attend other BTP sites on a regular basis.

**I. AUTHORISATION DETAILS**

Prepared By: CI Jo Harvey

Date:

Area Commander

/FHQ HoD: Ch Supt John Conaghan

Date:

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