

## JOB DESCRIPTION

APPENDIX C

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:	Weapons Maintainer	Current Grade:	A005
Department:	Counter Terrorism Support Unit	Area:	FHQ
Reports To:	Team Inspector	No of Posts:	1
Level of vetting	Vetting to Management level		

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

To undertaking safety inspections and general maintenance of the specific firearms and prohibited weapons used by the force, ensuring all appropriate paperwork and records are maintained for the unit.

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

**Financial – Direct or Non-Direct**

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

**Any Other Statistical Data**

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

- \* **Planned maintenance and servicing of all BTP firearms, tasers and associated ancillaries.**
- \* **Assessment of reported faults on all BTP firearms/ tasers and repair of same, in house or externally.**
- \* **Maintaining database of all BTP weapons, showing type and location, servicing dates, repairs and movements.**
- \* **Monitor order and store spare parts for planned maintenance schedules and implement repairs if able.**
- \* **Liaise with other police forces, manufactures and other outside agencies regarding weapon development, factory repair and refurbishment where required.**
- \* **Provide equipment for demonstration, discussions and assist with same.**
- \* **Be responsible for the downloading of all tasers in the force and maintaining database.**
- \* **Be responsible for the booking in and out of weapon and ammunition.**
- \* **Be responsible for the order/procurement of all ammunition/ munitions for force use.**
- \* **Be responsible for the maintaining of records relating to the training of firearms/ taser officers within the force.**
- \* **Undertake any other reasonable task at the request of the unit management.**

**E. DECISION MAKING:**

**Make decisions**

The post holder will be the main Weapons expert in Force. It will be for them to decide when additional expertise is needed

**Significant say in decisions**

The post holder may influence decisions on futures weapons procurement

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

**Internal**

**This role will work in the main with police officers, who have weapons.**

**External**

**Liason with armourers and weapons maintainers in other Forces**

**Commercial suppliers and repairers**

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

**Essential Criteria:**

**Qualifications and Training:**

**Willingness to attend various training courses including firearms and Taser maintenance and familiarisation courses, ballistic first aid, ELS and H & S courses. .**

**Recent and relevant experience in the role of Weapons Maintainer or an equivalent position.**

**Experience:**

**Previous / recent firearms/ Taser maintenance experience.**

**Experience of accurate record keeping**

**Skills:**

**Ability to work shifts, including weekends.**

**Good organisational skills and attention to detail**

**Good interpersonal skills, including the ability to be assertive with more senior colleagues**

**Able to work in a pressurised and often stressful enviroment**

**Knowledge:**

**A good working knowledge of firearms.**

**Desired Criteria:**

**Qualifications and Training:**

**Experience:**

Previous experience of working in a policing environment would be advantageous

**Skills:**

The ability to work as part of a team and on their own initiative;

**Knowledge:**

- 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.*

**This is a new role and unit. All staff must be committed to ensuring its success. A flexible approach to work will be essential.**

**I. AUTHORISATION DETAILS**

Prepared By: C Dermody/K McCafferty

Date: 5 April 2011

Area Commander

/FHQ HoD: C/Supt Flood

Date: 5 April 2011

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