



<b>Rank/Unit:</b>	PC – Joint Firearms	<b>Department:</b>	Joint Firearms Unit
<b>Role Title</b> <b>(If Applicable)</b>	Authorised Firearms Officer	<b>Sub Department:</b>	
<b>Role Profile Ref:</b>		<b>Location:</b>	Various locations across the 3 Force areas
<b>Grade:</b>	Constable	<b>Security Vetting:</b>	RV/CTC
<b>Responsible To:</b>	Sergeant	<b>Specific Health Criteria :</b>	As per ACPO Guidelines for Firearms Officers
<b>Responsible For:</b>	N/A	<b>Liaison With:</b>	Police Officers, Police Staff, General Public, External Organisations, Agencies and Partnerships

**ROLE PURPOSE AND RESPONSIBILITIES**

To carry out this role you must be a competent **Constable**

<b>ROLE PURPOSE</b>	To provide a firearms capability to contribute to the resolution of policing operations.
<b>MAIN RESPONSIBILITIES</b>	<b>Authorised Firearms Officer National Occupational Skills</b>
	<b>Acquire, handle and store police firearms</b> You must be able to correctly acquire firearms for operational use, check the weapons and store them safely until required. You must also be able to carry out routine maintenance of firearms (e.g. cleaning etc) and also check and make safe any weapons which come into police possession
	<b>Provide a firearms capability for policing operations</b> You must show that you can conduct dynamic risk assessments relating to your activity. Risk assessments are usually recorded in writing however operationally, when providing a firearms capability, you should be able to do this dynamically (i.e. whilst on the job, without it being recorded, but using the same principles)
	<b>Other</b> <b>Customer Service and Representation</b>

	<ul style="list-style-type: none"> <li>• To present a positive image and service to both internal and external customers</li> <li>• Individuals are required to effectively engage with internal and external customers at all levels, in order to provide a high quality standard of service</li> <li>• Maintain confidentiality in relation to data protection issues and Management Of Police Information standards</li> </ul>
	<p>In addition, the post holder must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity, change the general character or level of responsibility of the post.</p>

**PERSON SPECIFICATION**

<b>Qualifications:</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• A good general education or demonstrate equivalent skills and abilities</li> <li>• Current valid First Aid Certificate</li> <li>• Must have a current driving permit of Advanced level or be prepared to undertake such training and successfully pass same.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Level 3 Diploma In Policing</li> <li>• D13 First Aid Training</li> </ul>
<b>Skills:</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Must be computer literate and proficient in Microsoft applications</li> <li>• Demonstrate competence in field stripping, cleaning, reassembling and function checking the required weapon systems</li> <li>• Demonstrate competence in the use of ballistic shields, shooting whilst using personal ballistic protection and the correct wearing, care and maintenance of Personal Protection Equipment (PPE)</li> <li>• Demonstrate good use of radio communication with clarity and precision.</li> <li>• Demonstrates an understanding of Target Identification System and Clock Colour Coding system for structures and vehicles.</li> <li>• Demonstrate an ability to conduct initial negotiations.</li> <li>• Demonstrate safe handling of subjects</li> <li>• Demonstrate an ability to conduct dynamic risk assessments</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Level 1 Welsh language.</li> </ul>
<b>Knowledge:</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Must be aware of current, relevant legislation, policies, procedures, codes of practice and guidelines in relation to the police use of firearms and the use of force appropriate to your role.</li> <li>• Knowledge of the types of firearm and ancillary equipment that you are authorised to use</li> <li>• Knowledge of the documentation which is required to be completed for the acquisition of firearms and certain ancillary equipment</li> </ul>
<b>Personal Qualities</b>	<p><b>Serving the Public</b></p> <p>Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests</p> <p>Understands the expectations, changing needs and concerns of different communities and strive to address them</p> <p>Builds public confidence by talking to people in local communities to explore their viewpoints and break down barriers between them and the police</p> <p>Understands the impact and benefits of policing for different communities and identifies</p>

the best way to deliver services to them  
Works in partnership with other agencies to deliver the best possible overall service to the public

**Professionalism**

Acts with integrity, in line with values 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 putting in extra effort when required.  
Upholds professional standards, acting honestly and ethically and challenges unprofessional conduct or discriminatory behaviour  
Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required

**Openness to Change**

Positive about change, responding flexibly and adapting to different ways of working.  
Finds better, more cost effective ways to do things, making suggestions for change.  
Takes an innovative and creative approach to solving problems.  
Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge

**Service Delivery**

Understands the organisation's objectives and priorities and how 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

**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 light of new information and changing circumstances.  
Balance 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.  
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 address their specific needs and concerns  
Treats people with respect and dignity, dealing with them fairly and without prejudice taking a non judgemental approach regardless of their background or circumstances

Joint Firearms Unit is a public funded body who provide a 24 hour, 7 day week service, who expects high levels of performance from individuals, including attendance, therefore those individuals should be prepared to be flexible in their approach to working hours.

**NOT PROTECTIVELY MARKED**

Individuals are required to effectively engage with internal and external customers at all levels, in order to provide a high quality standard of service.

Individuals will be required to attend all necessary and relevant training in respect of their role.

Individuals will be expected to be vetted to the required standard for the role.

Individuals must maintain safe working practices for self and others in accordance with Statement of Policy on Health and Safety and be responsible for identifying all risk management issues arising out of work duties and taking appropriate action.

Individuals will be subject to annual appraisal, which will incorporate a review of the post holder's performance against the competencies and accountabilities for the role.

It is a condition that all individuals maybe required to work anywhere in the area of Dyfed Powys, Gwent or South Wales Police that would stand the test of reasonableness as may be directed.

All individuals of Joint Firearms Unit must display the qualities to be able to work in an organisation with minority groups and provide service to minority groups in communities. They must show that they are able to contribute to an open, fair working environment where inappropriate behaviour is not permitted. They must display no evidence of the likelihood to contribute in any way to work place bullying or any other form of discriminatory behaviour.

**Method of Assessment**

The method of assessment will consist of shortlisting, formal interview, or where applicable, other assessment. When selecting, competencies may be assessed at every stage of the selection process or in specific areas only (for example qualifications may be assessed at shortlisting stage but not at interview stage). For the purposes of this role, the matrix below details what parts of the selection process each competency will be assessed at.

	<b>Shortlisting</b>	<b>Interview</b>	<b>Other assessment</b>
Qualifications	X		
Skills		X	X
Knowledge	X	X	
Personal Quality – Serving the Public		X	
Personal Quality – Professionalism	X	X	
Personal Quality – Openness to Change		X	
Personal Quality – Service Delivery	X	X	
Personal Quality – Decision Making	X	X	
Personal Quality – Working with Others	X	X	

**SUPPORTING INFORMATION TO ROLE PROFILE**

<b>ROLE PROFILE</b>	<b>AUTHORISED FIREARMS OFFICER</b>
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Minimum 96 contact hours training per training year including weapons training.

For Authorised Firearm Officer roles within Dyfed Powys Force area there is a requirement of a 30 miles commuting distance or one hour from their place of work..