



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE:

AREA/DEPT: Matrix

FAU:

SECTION: Matrix Operational Support

JOB TITLE: **FIRING RANGE MANAGER**

REPORTS TO: Firearms Training Manager

CURRENT RANK/GRADE: **E**

DATE: April 2020

1. JOB PURPOSE: (Briefly state your job's overall objectives. To.....")

To be responsible for the daily management, administration and general maintenance of the Force Firing Range (College of Policing approved firearms training complex). Ensure that all attendees comply with Health and Safety requirements and support the Firearms Training Manager in the safe delivery of firearms training in line with N.W. Regional standards and national licence requirements.

2. PRINCIPAL ACCOUNTABILITIES:

(Describe the important end results you are expected to achieve).

- a) Manage and amend Range Orders, ensuring that all range documentation, including Form 1057 – Range Audit Document, Form 904 – Range Authority Certificate and Form 905 – Range Safety Certificate comply with legislation and policy.
- b) Manage and amend Firearms Training Venue Risk Assessment in line with N.W. Regional requirements.
- c) Ensure that all visitors are fully briefed on the content of Range Orders within the postholders areas of responsibility. Manage activities, equipment, staff welfare in compliance with the Health and Safety Policy with the aim of delivering Safe People, Safe Places, Safe Equipment and Safe Practices.
- d) Maintain range in line with Police Range Safety Handbook (JSP Vol 1&2). Ensure that the force remains compliant with all national guidelines and remedies are sought swiftly when failings are identified.

- e) Issue weapons and ammunition to firearms instructional staff in line with N.W. Regional Armoury SOP. Ensure all ammunition is accounted for on return and raise issues with the Firearms Training Manager when and if discrepancies arise.
- f) Liaise with Facilities Management Department, Information Communication & Technology Department and appointed contractors with regard to building maintenance, range maintenance and any other essential building / supporting functions.
- g) Maintain a Firearms Role Profile determined by the Chief Firearms Instructor (CFI) in order to perform Range Conducting Officer duties (RCO) / Assessing duties (TAQA /IQA)
- h) Support the CFI / Firearms Training Manager by conducting independent 'Annual Peer Assessments' requalification shoots for all National Firearms Instructors (NFI's).
- i) Support the CFI / Firearms Training Manager by conducting and managing compliance of all NFI's 'Annual Range Assessments' in order for officers to meet their individual portfolio requirements and maintain occupational and operational competency.
- j) Provide management updates either in person or via reports to ensure that all statistical data (H&S / Procurement / Building Management) is reported to NPCC Lead to ensure that organisational risks are understood and acted upon in a prompt manner at either Force or Regional level.
- k) Actively seek and manage income generation opportunities in line with Force Policy.
- l) Be accountable for all Health and Safety issues, including risk assessment, pertaining to the post holder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.
- m) Undertake all responsibilities relating to information management, data quality and information sharing, intelligence and information security to ensure accordance with the Authorised Professional Practice (APP) on Information Management, issued by the College of Policing, including the Home Office Code of Practice on the Management of Police Information (MoPI).

3(a) KNOWLEDGE AND EXPERIENCE:

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

The post holder should be a nationally trained firearms instructor (within the last 2 years).

The post holder should have a current A1 or TAQA or equivalent qualification in order to conduct range assessments in line with N.W. Regional standards and licence requirements.

In order to conduct mandatory N.W. Regional NFI Portfolio Peer Assessments, Assessor should be qualified as an IQA. This is in line with Merseyside Police Framework for Quality Assurance Procedures.

The post holder must be a qualified Police Range Safety Inspector or undertake the required training to qualify in role.

The post holder must be an Accredited Health and Safety NVQ level 3 IOSH trained.

Must develop and maintain an in depth knowledge of the following:

- HO Code of Practice on the Police Use of Firearms and Less Lethal Weapons
- Armed Policing Authorised Professional Practice (APP) document
- Firearms Strategic Threat and Risk Assessment process
- The National Police Firearms Training Curriculum (NPFTC)
- The CoP Firearms Licensing process (PSQMS)
- Policies relevant to the use of firearms
- Managing Health and safety

Must be IT literate in a range of applications including MS Office and have in depth knowledge of force systems, in order to extrapolate and present information effectively. Proficient in the use of the Regional Chronicle and SharePoint Systems.

Demonstrate excellent customer care and commitment to delivering a high quality HR service maintaining effectiveness and efficiencies at all times.

Good interpersonal skills with good oral and written communication skills with the ability to liaise with people at all levels within the organisation.

Demonstrate a good understanding of Matrix working environment with the ability to adapt to change, and respond to organisational need.

Work effectively as part of a team with the ability to prioritise workloads to ensure adherence to agreed centre deadlines.

3(b) (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

N/A

4. RELATIONSHIPS:

(a) Supervisory responsibilities:

N/A

(b) Supervision Received:

Directly accountable to the Firearms Training Manager

(c) Other Contacts:

(i) Within Merseyside Police:

Daily Firearms Training Manager, Firearms
Operational Inspectors, National Firearms
Instructors, Force Armourer.

Regular Contact with Facilities Management, ICT,
various Matrix department staff and supervisors,
Force Academy staff, trainers and supervisors in
order to facilitate Merseyside Police mandatory
training.

(ii) Outside Merseyside Police:

External contractors, Regional Chief Firearms Instructor and
any external organisations utilising the Range Complex.

5. CONTEXT:

(a) Operating Environment: (Services provided, work patterns, who are the customers).

The post holder supports Facilities Management, Firearms Training Manager, Force Armourer and all National Firearms Instructors in order to assist with the delivery and facilitation of mandatory NPFTC / role profile requirements of Merseyside Police Firearms Department. This will ensure a safe working environment for internal and external customers and also support the retention of the N.W. Regional Firearms Training Licence in terms of training and infrastructure.

The work pattern is generally Monday to Friday within the force flexible working scheme. Flexibility will be required during periods of peak demand.

- (b) **Framework and Boundaries:** (Policies and procedures which affect you and how these can be changed).

Merseyside Police Policies and Procedures
N.W. Regional Firearms Policies and Procedures
Relevant Employment and Information Security legislation
Police Regulations
Police Staff Conditions of Service

The post holder will be instrumental in ensuring that the new Merseyside firing range complex is utilised to its maximum capacity whilst ensuring the regional licence requirements of: Safe People, Safe Places, Safe Equipment and Safe Practices.

- (c) **Organisation:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

N/A

6. DIMENSIONS: (Indicate in quantitative terms, key areas on which your job has an impact).

Financial: The post holder is not a budget holder

Staff: Nil

Other: N/A

7. JOB CHALLENGES: (Describe the most challenging or complex parts of your job).

The key challenge of this role is to manage and co-ordinate the facilities of the training complex in order to maximise availability for both internal and external users. Ensuring that all customers comply with all N.W. Regional SOP's specifically the Range and Armoury SOP's.

The role holder must adhere to and have a comprehensive knowledge of JSP Vol 1&2 in order to maintain a safe working environment for all customers.

This process must be documented correctly within each monthly, annual and quadrennial range / armoury inspection.

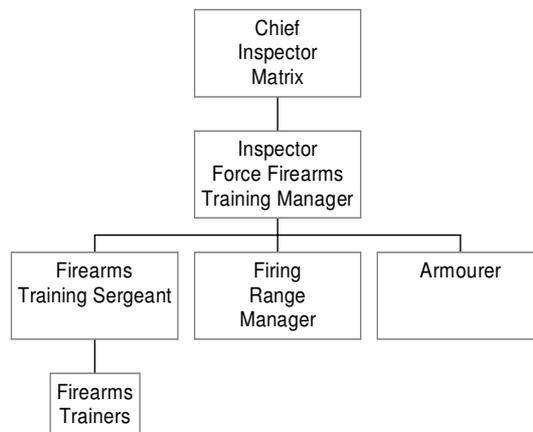
The role holder must consistently adapt to organisations requirements and priorities, specifically the mandatory requirement to fulfil the annual firearms training program whilst maintaining, demonstrating and applying an excellent knowledge of all relevant legislation.

8. ADDITIONAL INFORMATION:

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

9. ORGANISATIONAL STRUCTURE:

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).



10. AGREEMENT OF QUESTIONNAIRE CONTENT:

(Please sign when completed)

POSTHOLDER'S NAME:
(Please print in block capitals)

POSTHOLDER'S SIGNATURE:
Extn:

Date:

MANAGER'S NAME:
(Please print in block capitals)

MANAGER'S SIGNATURE:
Extn:

Date: