

Job Title: Groom	
Job Evaluation Number	5750449

JOB DESCRIPTION

Job Title: Groom	Location: Milton Keynes
Job Family: Operational Support	Role Profile Title: BB2 Police Staff
Reports To: Public Order Sergeant	Band level: 2D
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: Work in direct support of mounted officers by providing assistance in the care of police horses, maintenance of stable facilities, driving horseboxes, ensuring adherence to current policies and procedures.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Responsible for feeding, 'mucking out' and grooming of all horses; including clipping, first aid, monitoring of stores (e.g. feed, medical and tack) in accordance with current instructions.
2. Exercise horses in school and in public areas, in accordance with current instructions.
3. Accountable for the cleanliness, tidiness and hygiene of equipment, the stable complex and approaches including the ménage, paddock and horseboxes to comply with Health & Safety legislation.
4. Responsible for the welfare of the horses, monitoring their health and reporting on their condition to ensure that any issues are appropriately dealt with in a timely manner.
5. When required, drive to major functions and ensure compliance with the box driver's responsibilities and current Road Traffic legislation.
6. Provide information and conduct visits to the department when required.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

Further Comments:

Routinely, duties will be performed as described at the initial interview, etc. However, as the police service has a 24-hour, 7 day a week commitment, there is a **regular** need for civilian support at times and places other than customary, especially on such occasions as major crimes, disasters or special operations. On such occasions civilians may be required to respond to requests to work either longer hours or during periods of the day other than those they would normally and possibly staying away from home for extended periods (including weekends and public holidays). In each case any appropriate compensation will be granted.

Forcewide responsibility and occasional mutual aid to other Forces. The groom will attend operational call outs to shows, searches and other public order commitments throughout the year.

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d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Good standard of education with GCSEs (Grade 9-4/A-C) or Key Skills level 2 or equivalent in Literacy.	E
2. Attained or working towards the following qualifications / accreditation or equivalent: <ul style="list-style-type: none"> ▪ BHSII in riding & grooming (Levels 2 or 3) – or overall complete horsemanship qualification (Levels 2 or 3) 	E
3. Recent and relevant experience in horse grooming with proven ability to ride horses of different temperaments, sometimes schooling youngsters.	E
4. Proven ability to present horses to a high standard; competent to clip and undertake a range of stable duties and committed to the welfare of horses.	E
5. Proven ability to work on own initiative with minimal supervision, maintaining high standards whilst working as a team member to time sensitive deadlines.	E
6. Proven capability of undertaking physically demanding work with use of manual handling techniques (training given).	E
7. A full UK driving license is essential, as there is a requirement to work unsocial hours which can also involve lone working; public transport may not be available at these times.*	E
8. Due to driving regulations and the transporting of live loads, individuals must not be less than 21 years of age.*	E
9. Willingness to obtain or current LGV 1 or 2 licence holder.	E
10. Applicant must weigh no more than 14 stone (in line with National Mounted Section guidelines to meet animal welfare standards).	E
<i>Additional Comments:</i> * working hours and level of flexibility are specific to each role and will be discussed at interview.	