



## ROLE PROFILE

<b>Post Title:</b>	<b>Firearms Licensing Assistant</b>	
<b>Grade:</b>	<b>LC4-5</b>	<b>JE150</b>
<b>Location:</b>		
<b>Responsible to:</b>	<b>Firearms Licensing Team Leader</b>	

### Job Purpose:

To act as first point of contact for the force in relation to firearms and explosives enquiries and to maintain all database and administrative systems within the Firearms Registry.

### Key Responsibilities:

**This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.**

- To interpret and apply legislation relevant to the issue of Firearms & Shotgun Certificates and explosives regulations.
- To provide advice to operational police officers and members of the public on firearms and explosives related matters.
- To receive, evaluate and disseminate information and intelligence from various sources.
- To liaise with divisions, other forces, outside agencies and members of the public in respect of the work of the Registry.
- To summarise case files and produce case notes detailing relevant areas of concern for decision by the Firearms Licensing Manager.
- To maintain, research, input, update and weed information on force and departmental databases following ethical and honest practices at all times.
- To develop a knowledge and expertise of NFLMS (National Firearms Licensing Management System) Firearms information database.
- To maintain all administrative and filing systems for the Firearms Licensing Unit.

- To maintain and produce statistics as required.
- Administrative and clerical support e.g. photocopying, scanner etc.
- Production of accurate correspondence including memoranda, reports, case notes, certificates etc.
- To ensure maintenance of quality standards and customer requirements.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post.

### Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

#### **Resolute, compassionate and committed**

Behaviour	Level	To be Identified by
We are emotionally aware	1	Interview
We take ownership	1	Interview

#### **Inclusive, enabling and visionary leadership**

We are collaborative	1	Interview
We deliver, support and inspire	1	Interview

#### **Intelligent, creative and informed policing**

We analyse critically	1	Interview
We are innovative and open minded	1	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

### Values :

All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.

<b>Integrity</b>	<b>Impartiality</b>
<b>Public Service</b>	<b>Transparency</b>

<b>Qualification</b>		
<b>Essential</b>	<b>Desirable</b>	<b>To be identified by</b>
<b>Knowledge / Experience</b>		
Experience of communicating effectively at all levels, both internally and externally	Experience of assimilating, evaluating and summarising information.	Application Form / Interview
Experience of working on own initiative		Application Form / Interview
Knowledge of data protection principles		Interview
Experience of managing confidential IT databases	Experience of maintaining and managing confidential records	Application Form / Interview
Experience of accurately recording data	Experience of utilising force mainframe systems, PNC, SLEUTH, STORM CONNECT	Application Form / Interview
Experience of researching and applying information to a given situation	Previous experience in an administrative background	Application Form / Interview
	Word processing experience	Application Form / Interview
<b>Others</b>		
An acceptable level of sickness absence		Attendance to be checked post interview by Recruitment for internal staff, via references for external staff

Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deemed appropriate.

**Date last updated: October 2017**

## **PROGRESSION ARRANGMENTS**

### **LC 4 - 5**

On appointment to LC4, scale point 9.

After training and six months in post, provided that performance is satisfactory, to LC4, scale point 11

After a further six months training, if able to carry out the full processes stated in the progression scale, with minimum supervision, to LC5, scale point 13.

**1.** To be able to carry out the full processes in relation to grant/renewal of shotgun and firearm certificates; variation of firearm certificates i.e.

- Receipting
- Updating of shotgun records
- Internal and external enquiries
- Checking of files
- F1s
- Checking of F1s
- Final updating of shotgun and printing of certificates.

Variations

- Receipting/creating authorisation on shotgun
- Verifying good reason for weapon/s requested
- Granting of variation
- Updating of shotgun records and printing certificate.

**2.** To show an appreciation of where to obtain information not in their personal knowledge.

**3.** To show an ability to deal with telephone enquiries in a confident and courteous manner.