

Job Title: Firearms and Explosives Enquiry Officer	
Job Evaluation Number	9200036

JOB DESCRIPTION

Job Title: Firearms and Explosives Enquiry Officer	Location: Various locations within the Force
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: Senior Firearms Enquiry Office	Band level: 3F (entry level) 3G (fully competent)
Staff Responsibilities (direct line management of): Nil	

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

The overall purpose of the role is to: conduct enquiries for the grant, variation and renewal of firearm, shot gun and explosive certificates, ensuring compliance with the relevant legislation, Home Office guidance and Force advice. Carry out HSE role in relation to compliance issues with explosive storage and certification up to 2000kg stores and all certification of acquire and keep except manufacture. To attend court and provide evidence in relation to revocations and refusal on section 1 and section 2 firearms. To conduct enquiry's in relation to compliance concerns and provide support to response teams in relation to firearms licencing.

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

The key result areas at the 3F entry level are as follows:

1. Receive, evaluate and investigate applications for certificates under Firearm and Explosive legislation. Prepare detailed and accurate reports to outline issues identified and compliance requirements.
2. Interview applicants and others concerning applications, issues and variations to current certification, ensure good reason for firearms is maintained and to report any identified concerns as to applicants suitability and submit reports to the Force Firearms Licensing Manager.
3. Advise the public and police on the legal possession, security and safe shooting of firearms, ammunition have a good working level in relation to firearms legislation and home office guidance on safety and security. Explosives legislation advise on storage, security and other licencing requirements, both verbally and in writing. Be able to work utilising the HSE guidance contained within 150 and 151 HSE guidance documents relating to explosives.
4. Whilst supervised, inspect Registered Firearms Dealers and Shooting Club premises and provide advice or action as necessary in accordance with home office guidance and legislation
5. Service notice of revocation or refusal of certificate for firearm and shotgun, seizing firearms/shotguns and certificates when required. Receive cash and cheque payments on behalf of applicants.
6. Attend both Magistrate and Crown court as necessary in connection with appeals or as a witness.

Key result areas at the 3G level role are as follows (in addition to the above accountabilities)

1. Conduct site explosives enquiries and higher level firearms enquiries by becoming a Health and Safety Inspector.
2. Survey a storage site and identify the correct level of Explosives that can be safely stored and be able to advise as to requirements under HSE 150 and 151 guidance documents on explosive storage security and safety.

Job Title: Firearms and Explosives Enquiry Officer	
Job Evaluation Number	9200036

3. Undertake inspections of Registered Firearms Dealers and premises without supervision. Ensure compliance with the Firearms Acts and supporting Home Office guidance. Be able to recognise and manage breaches in requirements and take appropriate action.

4. Undertake inspections of shooting clubs and premises without supervision. Ensure compliance with the Firearms Acts and supporting Home Office guidance. Be able to recognise and manage breaches in requirements and take appropriate action.

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

Further Comments:

Manage time effectively, prioritise work load and deliver reports in a timely manner. Good working understanding of requirements contained within HSE 150 and 151 in conjunction with the Explosive regulations 2014 as amended. Understand responsibilities given under Health and Safety Act in carrying out the HSE inspector role, issue of HSE improvement notices and impact and accountability of actions in this area.

Firearms and Explosives Enquiry Officer is a very niche role requiring an ongoing commitment to learn / update the role holder's firearms / explosives knowledge. The role holder must ensure they maintain an awareness of the relative legislation to ensure they are being compliant.

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.

The knowledge or skills required in the role are as follows (essential or desirable):	E/D
Entry Level (3F):	
1. Relevant experience of working within and contributing to a team and the ability to make sound judgements and remain impartial and relevant experience in recognising sensitive information, maintaining discretion and confidentiality.	E
2. Recent and relevant experience of interviewing others. Be able to effectively communicate and manage upset or challenging persons. Good people skills be able to negotiate influence and be able to think around issues to identify the bigger picture. Good problem solving skills	E
3. Previous practical knowledge and / or working experience of sporting firearms and proven experience in the use / handling of various types of firearms. During the first six months of work, attain the qualification in the safety of handling guns.	E
4. Good standard of education, including excellent numeracy and literacy skills to a level of GCE grade C	E
5. Computer literate to include a working knowledge of Word and Excel And Outlook	E
6. Willingness to comply with Health and Safety FEO General Risk Assessment. Have the physical ability to climb ladders and access remote, cramped areas to view security arrangements. Willingness to carry out land checks over uneven ground. Able to work remotely with limited supervision.	E
7. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner. Due to the requirement to work flexibility, unsocial hours, the need to carry seized or surrendered firearms and ammunition as required public transport is not considered suitable. For this reason a full UK driving licence is considered essential *.	E

Job Title: Firearms and Explosives Enquiry Officer	
Job Evaluation Number	9200036

8. Recent experience of working in a disciplined / legal environment (i.e. military, Police, legal profession).	D
9. Willingness to obtain a shooting qualification (from British Association of Shooting and Conservation, Clay Pigeon Shooting Association, National Rifle Association, British Deer Society etc).	D
<p>Additional Comments:* At interview, candidates will be asked to confirm their willingness to undertake this Basic Driving Assessment. Which in turn will enable the use of a police authorised vehicle.</p> <p>Role holders will be required to provide fingerprints and DNA for elimination purposes in order to perform the position offered. DNA will be profiled and held on the Contamination Elimination Database (CED) and will be removed 12 months after termination of service. Fingerprints will be held on the Fingerprint Police Elimination Database PEDb and are removed at the termination of service.</p>	

The knowledge or skills required in the role are as follows (essential or desirable):	E/D
Fully Competent (3G); all of the above including the following:	
1. Within 18 months of appointment - complete the Nationally recognised 1. Firearms Enquiry Officer Foundation Course and 2. Explosive Liaison Officer Course and 3. Passing the Course exam.	E
2. Deemed by the Firearms Licensing Manager to have reached an equivalent standard by virtue of experience completing their mentoring process and shown competences across all key areas, upon the recommendation of their supervisor (Via evidence in the PDR).	E
3. Within 12 months of appointment- complete the National Explosive Liaison Officer course, which enables the post holder to conduct complex explosives enquires in accordance with the Health and Safety Act 1974(acting as HSE inspector), Explosives Regulations 2014.	E