



## ROLE PROFILE

<b>Role Title:</b>	<b>Firearms and Explosives Licensing Enquiry Officer (Proactive Team)</b>
<b>Rank/Grade:</b>	<b>(B) Sc5 (C) Sc5 (H) A3</b>
<b>Job Family:</b>	<b>Firearms and Explosives Licensing</b>
<b>Reporting to:</b>	<b>Firearms and Explosives Licensing Manager</b>
<b>Main purpose of the role:</b>	<p>To contribute to achieving the vision, purpose and values of Bedfordshire Police, Cambridgeshire and Hertfordshire Constabularies.</p> <ul style="list-style-type: none"> <li>• Undertake the role of Firearms and Explosives Licensing Enquiry Officer, providing independent and impartial evidence based recommendations, regarding the granting, renewal, revocation and refusal of Firearms Certificates, Licenses or Permits. Ensuring that privately owned firearms, Shotguns, and Explosives are controlled and administered efficiently and effectively to ensure the safety of the public.</li> <li>• This role will primarily deal with renewals, (hence being office based) but will also carry out grant visits according to demand.</li> <li>• To embrace cultural and systems changes. Identifying and exploiting opportunities for change and delivering improvements to service delivery.</li> <li>• To provide specialist advice to staff in all three Forces on all firearms and explosives licensing matters</li> </ul>

<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Undertake enquiries, interviews and associated administration, regarding the granting, renewal or refusal, of firearms, shotgun and/or explosives certificates</li> <li>• In accordance with policy and following analysis of the above undertake a risk assessment to determine requirement for inspection of homes, premises, home office approved clubs, Firearms dealers and land</li> <li>• Prepare reports with recommendations for the decision maker regarding those certificates which are suitable for renewal, those which should be revoked or refused and cases which should be prosecuted. Contentious or complex matters to be referred to the Management team</li> <li>• To serve notices of revocation and refusal, receive certificates, weapons and ammunition as appropriate</li> <li>• Undertake risk assessment, enquiries and interviews regarding revocations where certificate holders who have come to the notice of the police or other agencies for incidents give cause for concern over their suitability to be entrusted with the possession of firearms, ammunition or explosives. Gather evidence, take statements and make recommendations on the appropriate outcome, including prosecution as necessary</li> <li>• Attend court as necessary, to lay information and make application on oath for search warrants, in relation to offences under the Firearms Act. Take possession of certificates, weapons and ammunition where appropriate, and attend Crown Court appeals as witnesses as and when required. Attend and assist in the execution of search warrants.</li> <li>• To provide professional advice on legislation relating to Firearms, Shotguns and Explosives, and maintain a thorough understanding of all such related Legislation</li> <li>• Undertake specialist enquiries including museums, Section 5, Counter Terrorism and Domestic Extremism requests in conjunction with the Decision Maker</li> <li>• Act as an advisor on all legal requirements and implications of the relevant Firearms Acts and Home Office guidance to ensure legislative requirements are met</li> <li>• To ensure intelligence, incidents and any relevant information coming into the department is assessed and disseminated in a correct and expedient manner minimising risk to the Public and Organisation. At the direction of the DM INTEL role, identify further intelligence opportunities such as open source intelligence gathering.</li> <li>• Work independently and on an agile basis, using personal and process time management systems to maximise efficiency.</li> <li>• Input into the maximisation and exploitation of the latest technology to ensure the most efficient and effective delivery of firearms licensing to the public</li> <li>• To embrace cultural and systems change.</li> </ul>	



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<b>Agile Working</b>	No
<b>Psychological Assessment</b>	To be confirmed
<b>Return on Investment</b>	To be confirmed

<b>Financial e.g. limits/mandates</b>	<b>Non-financial e.g. staff responsibility</b>
• N/A	• N/A

<b>Entry Requirements</b>
<ul style="list-style-type: none"> <li>• GCSE English or equivalent</li> <li>• Understanding and working knowledge of the National Firearms Management System</li> <li>• Demonstrate the knowledge and practical application of the safe handling of a weapon and associated ammunition</li> </ul>

<b>Any other General Requirements/Scope</b>
<p><b>Section/Location</b> Bedfordshire, Cambridgeshire and Hertfordshire Joint Firearms Licensing Unit.</p> <p><b>General Requirements</b></p> <ul style="list-style-type: none"> <li>• The post holder will be office-based but will work on an agile basis</li> <li>• This role requires the post holder to have a valid UK driving licence and the ability to travel as they will need to travel to individuals' homes across all three counties to discuss licensing applications. This role will generally have a fleet vehicle provided for business use.</li> <li>• If using a private vehicle then business insurance needs to be organised by the individual.</li> <li>• Vetting is required, as advised by the Vetting Unit.</li> <li>• The post holder will be expected to undertake training as and when required.</li> <li>• The post holder will be expected to comply with health and safety requirements.</li> </ul> <p><b>Obligatory Requirements</b></p> <ul style="list-style-type: none"> <li>• Before commencement of this appointment, this role is subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.</li> <li>• There is a requirement for the role holder to meet the probationary objectives set.</li> </ul>



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### Personal Qualities (Behavioural Competencies)

#### We are emotionally aware

I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.

#### We take ownership

I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

#### We are collaborative

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

#### We deliver, support and inspire

I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.

#### We analyse critically

I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

#### We are innovative and open-minded

I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.