

Police Staff
Firearms Licensing Administrative & Enquiry Officer
Business Support
Role Definition: WS021 / 20233

ROLE DEFINITION

Dept / Area Command:	Business Support	Section:	Firearms Licensing
Post Title:	Firearms Licensing Administrative & Enquiry Officer	Post Reference:	WS021 / 20233
Post Grade:	Grade C	Location:	Bedlington
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Firearms Licensing Supervisor		
Staff Responsibilities:	Not Applicable		
Purpose:	To administer all aspects of the application process and to undertake visits to applicants, to inform the decision making process for the licensing of firearms.		

Key Responsibilities:-

- 1. Administer all aspects of the Firearm Licensing application processes.**
- 2. Scrutinise applications and any associated documentation, complete all relevant checks to inform and support decisions made.**
- 3. Interrogate and update NFLMS, PNC & CIS as required.**
- 4. Complete home visits and inspect storage facilities in line with appropriate guidance.**
- 5. Review all notifications of change linked to certificate holders, taking appropriate and timely action.**
- 6. Evaluate and assess information and applicants' behaviours to inform the decision making process.**
- 7. Identify and escalate more complex issues timely and advise appropriate personnel.**

- 8. Maintain appropriate systems ensuring information is recorded, stored, retained and removed in line with MOPI standards.**
- 9. Receive and action requests in compliance with relevant legislation, guidance, policy or procedure.**
- 10. Identify best practice and improved processes to ensure optimum effectiveness and efficiency.**

The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.