

NORTHAMPTONSHIRE POLICE

JOB DESCRIPTION

JOB TITLE: Firearms & Explosives Licensing Administrator (Agency)

SCALE: 4

DURATION: 6 Months

SUPERVISION AND CONTROL: Deputy Firearms Licensing Manager

PLACE OF WORK: Firearms Licensing Unit, Wootton Hall, Northampton

HOURS OF WORK: 37 Hours

PURPOSE OF THE JOB: Process grants, renewals, variations and cancellations of firearms, shotgun, explosives and pedlars certificates including temporary permits, visitors permits, auctioneers' permits and Section 11(6) exemptions to achieve a quality of service. Maintain accurate records on all certificates and permits in the county on the National Firearms Licensing Management System and on Force Systems.

MAIN RESPONSIBILITIES:

1. To create and maintain accurate records on the National Firearms Licensing Management System (NFLMS) of all holders of firearms within the county
2. To create and maintain accurate records on NFLMS for weapon records through liaison with certificate holders, Registered Firearms Dealers and other Firearms Licensing Units
3. To administer GP reports, liaising with GP surgeries as required.
4. To create and maintain accurate records on Cyclops EDMS
5. To receive, check and process applications for firearms, shotgun, explosives and pedlars certificates, and prepare enquiry packs for firearms enquiry officers for all grants, transfers in and changes of address notifications.
6. To produce firearms, shotgun, explosives and pedlars certificates, visitors and temporary permits and Section 11(6) exemptions.
7. To liaise with other Forces in respect of certificate holders transferring into and out of the county and ensure correct and efficient transfer of records
8. To maintain an accurate audit trail, ensuring all records and systems are kept in compliance with MOPI requirements, amending information and data cleansing as and when required.

NOTE: The job description reflects the major tasks to be carried out by the post holders and identifies the level of responsibility at which the post holder will be required to work. In the interests of effective working the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will also be required to carry out such other duties as may be determined from time to time to be within the general scope of the post.

PERSON SPECIFICATION FIREARMS & EXPLOSIVES LICENSING ADMINISTRATOR

Essential Criteria

1. Excellent communication and interpersonal skills with ability to relate to a broad spectrum of people.
2. Good computer skills with knowledge of Windows based applications, web based applications and good keyboard skills
3. Ability to quickly and accurately assimilate verbal and numerical information.
4. Ability to work on own initiative, demonstrating drive, commitment and enthusiasm to achieve deadlines.
5. Ability to work effectively as a team member, with experience of developing strong working relationships inside and outside of a team to achieve common goals.
6. Demonstrate the ability to respond to change in the working environment by showing a willingness to adapt and be flexible in changing circumstances.
7. Candidates must demonstrate a level of awareness of equality and diversity issues appropriate to this role.

Desirable Criteria

1. Knowledge of shooting disciplines and qualifications.
2. Knowledge of Police IT systems.