



<b>Role title:</b>	Firearms and Explosive Licensing Manager
<b>Grade &amp; salary:</b>	Grade K ( £32,907 - £39,705) per annum
<b>Working hours/shift pattern:</b>	37 Hours per week
<b>Additional allowances:</b>	N/A
<b>Location:</b>	Headquarters Ripley
<b>Post reports to:</b>	Chief Inspector, Criminal Justice
<b>Suitable for job share or part time:</b>	No
<b>Other considerations (e.g. travel)</b>	You will be required to travel around the County for which an allowance will be paid.
<b>Date last reviewed:</b>	5 <sup>th</sup> February 2019

## Purpose and Description of Job Role:

This role is responsible for the management and delivery of an efficient firearms licensing process that is proportionate, rigorous, cost effective, fair and timely in accordance with legislation, national guidance and force policy. The post holder has full delegated responsibility for the granting, renewal, refusal and revocation of all firearm and explosive certificates within Derbyshire.

## Specific Roles and Responsibilities:

### People Management

- Build and motivate a high performing team. Delegate and empower team members to act and make their own decisions, with the knowledge that advice and support are available if needed. Create a work environment and team culture that enables individuals to work to the best of their abilities.
- Ensure that local and Force strategy, vision, policies and decisions are effectively communicated with team members so that all understand what is required, are fully engaged, motivated and appropriately informed.
- Through local planning and organising activity, set team objectives that are linked to the business strategy. Drive, monitor and measure performance through the check-in process and proactively support, reward or challenge performance.
- Coach and support the performance and personal development of your team, to help

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individuals realise their full potential; ensure your team are given regular and constructive feedback to support this.

- Encourage teams to innovate and challenge the status quo with a focus on continuous improvement and maintaining high standards of service.

### Operational

- To develop and maintain relationships with other departments, outside agencies and members of the public to ensure all appropriate protocols and procedures are in place and to be the main point of contact for firearms licensing matters within the Constabulary.
- To have responsibility for the grant, refusal and revocation of firearm and shotgun certificates ensuring that a robust and proportionate decision making process can be evidenced.
- To attend and give evidence, as well as prepare files for the Crown Court in relation to appeals for the refusal or revocation of certificates.
- To provide advice and guidance for operational staff in relation to firearms licensing matters, including the providing of statements and attendance at court where necessary.
- To ensure the National Firearms Licensing Management System is managed effectively within Derbyshire, providing accurate information for operational staff and licensing colleagues nationally.
- To ensure compliance with the Explosive Act 2014 and associated regulations.
- To undertake enquiries on behalf of the Home Office in relation to Rifle and Pistol clubs and Section 5 Firearms Dealers.

### Skills & Experience Required:

#### Essential:

- Broad experience in a leadership role.
- Successful experience of developing and motivating teams and the people within them to achieve results.
- Ability to act as a role model to colleagues, demonstrating high levels of commitment, integrity and professionalism.
- Substantial experience of work place decision making where careful judgement has been necessary in assessing information and intelligence upon which to make reasoned justifiable decisions.
- Ability to analyse and interpret complex information relating to legislation and guidance.
- Good written and verbal communication skills.
- Experience of evidence gathering, preparing and presenting evidence in court proceedings.
- To have a working knowledge of the Firearms Acts and associated Regulations.
- A full UK driving licence.

#### Desirable:

- Experience in a policing environment.
- Experience of using the National Decision Model.

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- Experience / Knowledge of police computer systems.
- Knowledge of Home Office Guidance on firearms licensing law.

## Personal Qualities:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

**Acting with Integrity:** Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

**Working with Others:** Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

**Problem Solving & Innovation:** Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

**Planning and Organising:** Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

**Communicating & Influencing:** Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

**Personal Development:** Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

**Delivering Results:** Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

**Customer Focus:** Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

**Operational & Technical Awareness:** Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.

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