



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

FREEDOM OF INFORMATION REQUEST



Request Number: F-2009-01108

Keyword: Human Resources

Subject: CIVILIAN FIREARMS OFFICER GRADE

Request and Answer:

This is to inform you that the Police Service of Northern Ireland has now completed its search for the information you requested. The decision has been taken to disclose the located information to you in full.

Question 1

Details of the "Civilian Firearms Officer Grade" based at Lisburn Road South Belfast. I request all information relating to the Full Job Specification to include qualifications, competencies and contract of employment - including Grade and Salary.

Answer

Please find attached records numbered 1 to 7.

Question 2

How/why the Grade of Executive Officer 2 was applied?

Answer

The grading of a role is determined through a job evaluation process, which provides a systematic, fair and consistent means of measuring the relative value of jobs in an organisation. The grading of the Firearms Enquiry Officer role was determined at EO2 level through the job evaluation process.

If you have any queries regarding your request or the decision please do not hesitate to contact me on 028 9070 0164. When contacting the Freedom of Information Team, please quote the reference number listed at the beginning of this email.

If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible, or in any case within two months of the date of issue of this letter. In the event that you require a review to be undertaken, you can do so by writing to the Head of Freedom of Information, PSNI Headquarters, 65 Knock Road, Belfast, BT5 6LE or by emailing FOI@psni.pnn.police.uk

If following an internal review, carried out by an independent decision maker, you were to remain dissatisfied in any way with the handling of the request you may make a complaint, under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the PSNI has complied with the terms of the Freedom of Information Act. You can write to the Information Commissioner at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out, however the Commissioner has the option to investigate the matter at his discretion.

Please be advised that PSNI replies under Freedom of Information may be released into the public domain via our

website @ www.psni.police.uk

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.

JOB DESCRIPTION

Job Title: Enquiry Officers (Firearms)

Reports to: Inspector Criminal Justice unit

Staffing None

Responsibilities:

Job Summary:

Working in a District Command Unit you will be responsible for obtaining and verifying information in order to assess suitability of Firearm Certificate applications in line with legislative requirements

Main Duties and Responsibilities

Undertake detailed enquiries relating to the granting, revocation and variation of all Firearm Certificate applications

Grants

Assess and verify information contained in application forms to provide recommendations on the granting of licences, this will include some or all of the following:

- Liaising with various police staff to assist the investigation of the application form
- Interviewing applicants and inspecting security arrangements as required in accordance with legislation
- Visiting the land which the applicant intends to shoot to ensure suitability for safety relative to the weapon that has been requested
- Contacting referees and assess their suitability

Variations

Assess and verify the justification for a change to a firearm certificate as previously granted

Following full investigation provide recommendations on the application which can include grant or revocation of the firearms certificate

Revocations

On request from the Firearms and Explosives Branch serve notice of intention of revocation on the individual.

Serve notice of revocation, seize firearms in compliance with guidelines on the safe handling of firearms, issue receipts and store firearms

Ensure the safe disposal of firearms in accordance with policy

The above reflects the main elements associated with this position. It is not intended to be exclusive or exhaustive.

Other

Prepare reports collating all analysis completed per application along with recommendations for action

Provide up-to-date information, through a central database to the Firearms and Explosives Branch on the status of applications

Respond to enquiries made by the public, police officers and police staff

The above reflects the main elements associated with this position. It is not intended to be exclusive or exhaustive.

PERSONNEL SPECIFICATION

Job Title: Enquiry Officer (Firearms)

CATEGORY	ESSENTIAL	DESIRABLE
Qualifications	5 GCSEs (or equivalent) grades A-C	
Knowledge/Experience	<p>Experience of working with Microsoft Word to write reports and create files and Microsoft Outlook to send and receive emails and attach files</p> <p>And either</p> <p>1 years experience in a customer facing role to include: - assessing and verifying information</p> <p>Or</p> <p>1 years experience in the practical use and safe handling of firearms</p>	<p>Experience in the practical use and safe handling of firearms gained:</p> <ul style="list-style-type: none"> - Through current membership of a firearms club <p>Or</p> <ul style="list-style-type: none"> - Within 5 years on a police or military range <p>Or</p> <ul style="list-style-type: none"> - From holding a current Firearm Certificate <p>Basic knowledge of firearms legislation and procedure</p>

The above reflects the main elements associated with this position. It is not intended to be exclusive or exhaustive.

CATEGORY		ESSENTIAL	DESIRABLE
Other	<p>Working with others</p> <p>Achieving results</p>	<p>Team working~ develops strong working relationships. Actively supports the team.</p> <p>Customer focus ~ focuses on the customer and provides a high quality service that is tailored to meet their individual needs.</p> <p>Effective communication skills ~ communicates effectively both verbally and in writing. Uses listening and questioning skills to ensure understanding.</p> <p>Personal Responsibility ~ takes personal responsibility to make things happen. Displays motivation, commitment and conscientiousness.</p> <p>Problem Solving ~ Gathers information from a range of sources. Analyses information to identify problems, and issues and makes effective decisions.</p> <p>Planning and organising ~ The ability to plan and organise activities in an effective and efficient manner.</p> <p>Resilience ~ Shows confidence to perform own role without unnecessary support in normal circumstances. Acts in an appropriate way and controls emotions.</p>	
		<p>Full current driving licence and access to a form of transport that will enable you to carry out the requirements of the post in full</p>	

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Short listing will be carried out on essential criteria. Please note in some instances, e.g. where there is a high volume of applicants, desirable criteria may then be used.

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GENERAL INFORMATION FOR APPLICANTS

Job Title:	Enquiry Officer (Firearms)
Locations:	Posts will be based in the District Command Unit areas of: Belfast, Newtownabbey, Lisburn, Londonderry, Magherafelt, Saintfield/Newcastle, Newtownards, Enniskillen, Omagh, Coleraine, Ballymena, Larne, Armagh, Dromore, Lurgan, Newry
Hours of Work:	37 Hours Nett per week. There may be a requirement to work additional hours occasionally in order to meet the requirements of the post for which appropriate allowances will be paid.

Job Background:	
<p>The Enquiry Officer (Firearms), whilst based in a District Command Unit will be responsible to Firearms and Explosives Branch for undertaking local enquiries and other associated work in respect of applications for Firearms Certificates.</p> <p>The post holder will be required to meet with applicants, referees and land owners in connection with those enquiries and may be called upon to take action to seize firearms in consultation with local Command or Firearms and Explosives Branch.</p> <p>Following appointment training will be provided on the following areas: Health and Safety Firearms Legislation Firearms handling Internal processes and procedures</p>	

Salary:	£14,321 - £19,913
Pension Scheme:	Generous Pension Scheme. The Board operates a Voluntary Contributory Pension Scheme. Full details will be provided to successful candidates.
Sick Pay Scheme:	An occupational sick pay scheme is in operation.
Environmental Allowance:	£574 per annum
Other Allowance:	Mileage allowance may be payable
Annual Leave:	22 days plus 12 statutory holidays rising to 25 days after 1 year's service.

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Other / Additional Information:	<p>www.psnipolice.uk www.thesupportteam.org</p> <p>Paragraph 8 of Schedule 3 to the Police Act states a person is disqualified from being an independent member of a District Policing Partnership if he/she is (b) a member of the police support staff.</p>
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