Role Profile

Role Profile Part 1			
Role title	Firearms Enquiry Officer	**Grade/Rank**	Scale 6
Dept/Area	Intelligence and Serious Organised Crime	**Vetting Level**	RV
Responsible to	Firearms Enquiry Manager	**Staff line managed**	None
Reviewed by (Line Manager)	Amanda Curthoys	**Date**	02/09/2026
Purpose of Job	Responsible for conducting enquiries and assessments for the grant, variation and renewal of firearm, shot gun and explosive certificates. All findings must be collated into reports and they must ensure compliance with the relevant legislation, Home Office guidance, Force policy and public safety.		
Key Accountabilities	1. To carry out enquires throughout Hampshire and the Isle of Wight, providing a high quality customer service. Enquiries will cover all aspects of firearms and explosives legislation and their effect on the general public. 2. To take responsibility for high level risk assessments on applicants to ensure public safety. 3. To identify breaches of legislation and take appropriate action, prepare statements, liaise with Police Officers and attend Court as necessary in connection with appeals or as a witness. 4. To prepare written reports and make recommendations as appropriate on contentious applications/enquiries for submission to the Firearms Enquiry Manager. 5. Serve notice of revocation or refusal of certificate when required. 6. To liaise with and oversee registered firearms dealers and shooting clubs, ensuring all legislation is complied with and recorded are monitored. As directed by the Firearms Enquiry Manager, carry out full audits of dealers and shooting clubs, working with other Firearms Enquiry Officers where appropriate.		

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7. To deal with enquiries and carry out security surveys of domestic and commercial premises where firearms and explosives are held; ensuring that Home Officer guidelines and current legislation are adhered to.
8. To maintain police vehicles as allocated, in accordance with Force policy and procedures, ensuring the safe custody and transportation of any firearms, ammunition and explosives.
9. To carry out risk assessments in respect of areas of land for rifle shooting and for clay shooting grounds.
10. To attend various Game Fairs and Country Shows to promote the Firearms Licensing Department, as directed by the Firearms Enquiry Manager. Such events may fall on a weekend and the post holder will therefore be paid accordingly (there is no requirement for regular weekend working).
11. To provide informed advice to members of the public and police colleagues on the subjects of firearms and explosives legislation, shooting practices, security and safety of firearms, ammunition and explosives.
12. Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, Information Security Policy, procedures and legislation.

Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire and Isle of Wight Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.

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Additional Requirements	Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data. The role holder will be required to visit various locations within Hampshire and the Isle of Wight, and therefore needs to have a full UK driving Licence. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.

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Role Profile Part 2			
Education/Qualifications	**Essential:** Educated to QCF level 3, plus Maths and English at QCF level 2, or work experience deemed to have brought the post holder to a comparable level. **Desirable:** N/S		
Experience and Skills	**Essential:** • Work experience of working in a specialised customer focused environment, managing complex enquiries and providing specialist advice and knowledge within a similar sector (e.g. Police, HM Forces, HMC&E, Gun Dealers). • To be competent in the use and safe handling of firearms and shotguns **Desirable:** • Experience of working with legal or statutory requirements. • Existing knowledge of firearms legislation.		
Last Role Evaluation	#	**Date**	#

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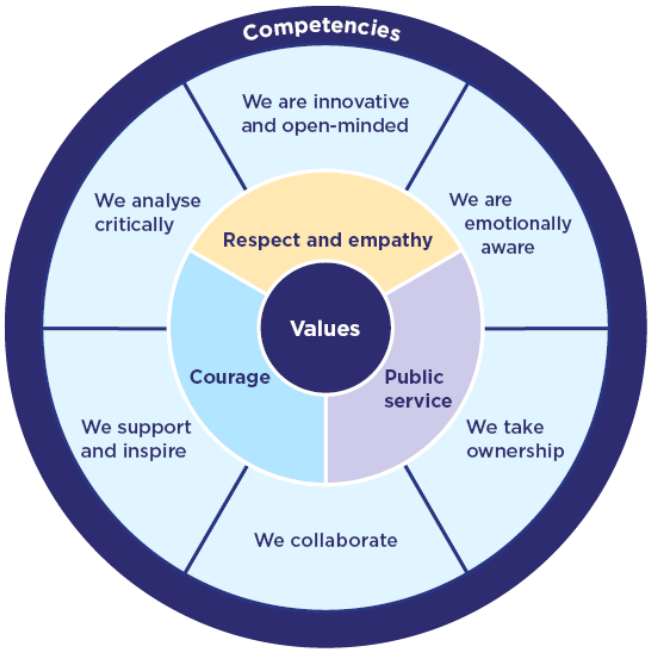
Role Profile Part 3			
Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.		
	We are Emotionally Aware	Level 1	
	We Take Ownership	Level 1	
	We are collaborative	Level 1	
	We Support and Inspire	Level n/a	
	We Analyse Critically	Level 1	
	We are Innovative and Open Minded	Level 1	
Underpinning Values	Courage		
	Respect and Empathy		
	Public Service		
Initial Development Skills for new to role period	All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required		
Continuing Professional Development	Courses and Conferences should be attended to benefit professional learning and development.		