Arms Officer

Position Details

Reports to: Operational Support Manager

Location: Generic Location

District/Service Centre:

Shift work/non shift work: non shift work

Group: National Operations

Remuneration range: Band D

PHPF Level Purpose: Individual Contributor

Employee Type: Police Employee

Direct reports: This position has no direct reports but may lead teams and task forces with co-opted staff as required.

Delegated financial authority: n/a

Context

New Zealand Police is the lead agency responsible for reducing crime and enhancing community safety. We work in partnership with individuals, communities, businesses and other public sector agencies to achieve our vision to have the trust and confidence of all.

Purpose

The purpose of the National Operations is to deliver Our Business through coordinated national services.

To support the delivery of these outcomes the Arms Officer will:

- To facilitate the operation and administration of the Arms Act and regulations and the Domestic Violence Act together with recording, security, storage and disposal of firearms and ammunition coming into the possession of the Police.
- Assists with administrative and operational support to the District.

The purpose of leadership in this role is to deliver (or enable others to deliver) Our Business.

Accountabilities

1. Be safe and feel safe

- Understand the hazards in your work area and eliminate or minimise the associated risk.
- Report all accidents, incidents and near misses in MyPolice in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training

2. Management of Service Delivery

- Ensures the completion of firearms licence vetting guide and associated tasks
- Prepares and approves applications for Firearms Licences within the District

- Ensures the correct receipt, security and records are maintained for all firearms held, ensuring correct return, destruction or disposal of same in accordance with approved regulations
- Issues Import Permits in accordance with the Arms Act for the importation of approved weapons
- Inspects the records, registers and premises of Pistol Clubs, Dealers and Collectors in accordance with the Arms Act
- Issues permits to procure Pistols/MSSA's and Restricted Weapons
- Arranges venues, teaching aids and lecturers for new applicants for firearms licences
- Supervises and marks firearms safety tests
- Co-ordinates revocation action, including supporting reports and database/Persons of Interest entry
- Validates and enters modifications, prohibitions and cancellations in the firearms system.
- Assists with delivery of Firearms training to sworn staff and members of the Public when required.
- Assists with public counter and other duties as required

Domestic Violence Act 1995

- Receives, checks and records details of protections orders issued in respect of the Domestic Violence Act 1995
- Directs or undertakes action ensuring the surrender of all weapons held by respondent named in order
- Arranges suspension/revocation of order if required.
    - Capsicum OC Spray
    - Maintains records of stocks held and distributed
    - Secures and maintains stocks and issue capsicum spray

3. Relationship Management

- Establishes and maintains appropriate internal and external working relationships with:
    - Station Staff
    - O/C Firearms Licensing – Police National Headquarters
    - District Arms Officers
    - Locals arms dealers/importers, arms dealers, pistol club members, etc
    - Insurance Companies
    - Members of the public
- Provides proactive timely accurate advice and shares information appropriately
- Develops and fosters an understanding of roles and responsibilities with key relationships
- Encourages a team approach throughout the sections.

4. General Management

- Provides District Manager and Police Officers with advice and support on the full range of firearms licensing functions within the district in accordance with the law, General Instructions and the Arms Manual.
- Works with Area Managers and O/C Stations to achieve optimum resource use and "best result" for the District as a whole
- Ensures the key concepts of Maori Responsiveness, community orientated policing, partnerships and quality customer service are adhered to in all District Community Services projects and initiatives
- Supports Station initiatives and provides equal input when required.
- When required, contributes to the development of firearms licensing strategy through focus groups set up by the Manager: Licensing and Vetting Service Centre, Police National Headquarters and other forums.

5. Team Work

- Maintains themselves as part of a high performing team
- Ensures strong and effective channels of communication amongst the team and the District staff (sworn and non-sworn).

Additional Requirements

For selection purposes, candidate suitability will be considered in relation to:

1. Potential to perform well in the position, given a reasonable period of time for familiarisation and/or training.
2. Personal attributes and temperament relevant to the position.
3. General health which will allow for the performance of all duties and functions of the position (for constabulary employees a current PCT is an indicator of general health).

Pre-Employment Checks

No (no Children's Worker safety check is required)

Compulsory Qualifications

Successful applicants must hold a current Firearms License and have completed or be prepared to complete training as a Warranted Arms Officer.

This is not a requirement of the position post 1/10/2008.