



ROLE PROFILE

Role Title	Clerical Officer (Firearms)	Reporting to	Firearms Licensing Supervisor
Section	Firearms Licensing	District/Department	Protective Services, Operations
Tenure		Rank/Grade	Scale 1/2

Part A – JOB DESCRIPTION

Overall purpose of role	To provide a support function to the Firearms Licensing Department through the provision of a comprehensive efficient word processing/ clerical facility.
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Key outputs for role –
<ol style="list-style-type: none"> 1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes. 2. Access, input and extract data/ information from the Force computer systems and other departmental systems ensuring effective service delivery in accordance with the requirements of the section, force policy and legislation. 3. To undertake all typing and clerical support functions for the department, ensuring that all work is produced to an acceptable standard and to meet departmental deadlines. 4. Provide advice and guidance to members of the public and Force in respect of Firearms licensing legislation and procedures. 5. Provide administrative support to the section by collecting, sorting and distributing internal and external mail, maintaining adequate stationary supplies and filing electronically.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"> • Responsible for the sorting and distributing of files in excess of 13,000 • Contributing towards Protective Services Operations achieving its performance targets and priorities.

Work/Business contacts
Internal: All ranks of police officers and police staff
External: Police officers and police staff of other forces

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• Has experience of office systems and procedures	Essential
• Has basic knowledge of and ability to operate computerised systems	Essential
• Has a basic knowledge of the Criminal Justice System	Essential
Other (Physical, mobility, local conditions)	
• Prepared to work flexible hours to suit the requirements of the department	Essential

Expertise in Role - After initial development - Level 2

- Has developed a detailed knowledge of all systems and procedures within the department
- A basic knowledge of the West Yorkshire Police Structure
- Has a basic knowledge of systems and procedures of the department and how it fits within OSS and the Force
- Has a basic knowledge of the Criminal Justice System

Structure

FIREARMS LICENSING SUPERVISOR

CLERICAL OFFICER (FIREARMS)

PART B – COMPETENCIES & VALUES

Competency and Values Framework –

http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

Level 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- A recognised source of expertise in their own area of responsibility
- A detailed knowledge of divisional and Force structure
- Has a detailed knowledge of all relevant departmental and Force procedure and practices
- Has a detailed knowledge of systems and procedures of the department and how it fits within CJS and the Force
- Has a detailed knowledge of the Criminal Justice System

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to buildings where based
Vetting Level	Recruitment Vetting
Date accepted as a role profile	