



## Arms Officer

### Position Description

**Reports To:** Arms Supervisor

**Location:** National

**Employment Type:** Employee

**Working Hours:** 40 per week

**Level:** Individual Contributor

**Shift:** Scale A

**Direct Reports:** Nil

**Remuneration Range:** Band D

**Indirect Reports:** Nil

**Financial Delegations:** Nil

### Working at Firearms Safety and Education New Zealand (who we are)

Firearms Safety and Education New Zealand (the Agency) are New Zealand's independent firearms regulator. We are responsible for overseeing lawful firearms possession and ensuring firearms possession is limited to those who are fit and proper to possess firearms, and who comply with their legal obligations.

We have three core functions:

- to effectively implement the firearms licensing system,
- to manage the firearms registry,
- to educate people to enable compliance and promote the safe use of legitimate firearms.

We are committed to modernising the firearms regulatory system and providing regulatory oversight to ensure the possession and use of firearms in New Zealand is as safe as it can possibly be.

Our approach is underpinned by:

- good regulatory practice,
- trust and confidence by investing in people and our communities,
- enablement and promotion of safety and compliance in all activities related to firearms,
- Excellent service.

We engage, educate, encourage and enforce when necessary.

### Position overview (where you'll be working)

The purpose of Firearms Safety and Education New Zealand is to effectively regulate the legitimate possession and use of firearms to keep all communities safe.

To support the delivery of these outcomes Arms Officer will take every opportunity to prevent harm through the transparent, consistent, timely and efficient regulation, administration, education and promotion of compliance with the provisions of the Arms Act. It earns trust and confidence by working together in partnership with other policing groups, the firearms community, wider New Zealand public and other agencies and organisations to achieve collective impact.



The purpose of leadership in this role is to deliver (or enable others to deliver) Our Business. The Arms Officer will lead the day-to-day effective delivery of the Arms Act and Arms Regulations. By ensuring high quality and efficient regulation and administration of the Arms Act and Arms Regulations, this role directly contributes towards the delivery of Our Business.

## Responsibilities (what you'll be doing)

The **Arms Officer** will:

### Service Delivery

- Review all licence files returned by Vettors and approve applications for firearms licences and dealer licences when the applicant is found to be 'fit and proper'. Where an applicant is not found to be 'fit and proper' prepare the intention to refuse file for review by the Arms Supervisor and/or District Firearms Lead before final decision.
- Arrange for the revocation of firearms or dealer licences due to the issue of a Protection Order if required.
- Validate and enter modifications, prohibitions and cancellations in the firearms system and issue permits to possess pistols and restricted weapons when appropriate.
- Inspect or cause to be inspected the records, registers and premises of pistol clubs, dealer premises and collector, prohibited and pistol endorsement holder residence or business to ensure they are meeting their obligations under the Arms Act and Arms Regulations.
- For all endorsed firearms, ensure all firearms records are correctly maintained and updated as required (sales or transfer, destruction or other disposal).
- Provide Arms Act and Arms Regulation compliance and best practice advice and guidance to members of the firearms community, public and internal customers.
- Manage, through handling and exhibit management, all non-police firearms held by Police for regulatory, administrative or safety reasons, including all processing and related activities.
- Support and respond to front counter enquiries that relates to all firearm's regulatory activities.
- May be required to support the assigning of work and deployment of Vettors.
- May be required to attend gun shows and auctions to ensure the correct transfer of firearms between licence and endorsement holders using the approved processes.
- May be required to read and interpret the Firearms Licence Review Report. As required issues warnings and improvement notices to licence holders and when appropriate assist with the preparation of consideration for revocation files.
- Maybe required to assign, monitor and review Vetter work, deployment and training requirements. Ensure all Vetter mileage and file claims are reviewed for correctness, submitted in a timely way and sent for processing.
- May be required to conduct vetting enquiries as required
- May be required to conduct in-person interviews, in-person submissions, and security and/or compliance inspections.

### Teamwork/Interaction

- Works effectively as a member of the District Arms Office and supports the effectiveness of other District Arms Offices and the wider organisation.



- Contributes in a positive manner to delivering of goals/standards for relevant regulatory and administration requirements of the Arms Act and Arms Regulations.

### **Relationship Management**

- Establish and maintain appropriate internal and external working relationships with District Arms Office, District personnel, firearms licence holders and applicants, the wider community and key individuals and agencies at the appropriate level.
- Foster licence holder understanding of their regulatory responsibilities. Provide accurate advice and share information with appropriate stakeholders.
- Use interpersonal skills effectively in group and individual situations.
- Use communication effectively to present written material, including reports and correspondence where requested.
- Keep up to date with changes in the Arms Act, Arms Regulations and internal systems, processes and requirements, and recommend changes in practices and procedures within Police.

### **All employees of Firearms and Education New Zealand are expected to:**

- Adhere to standards of integrity and conduct.
- Comply with legislative and statutory requirements within area of expertise, including employment and privacy legislation.
- Model the Values.
- Respect diversity and demonstrate inclusiveness.
- Understand the hazards in their work area and eliminate or minimise the associated risk.
- Report all accidents, incidents, and near misses in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training.
- Perform other duties and participate in projects as required.

### **Key relationships (who you'll be working with)**

|                 |                                                                                                                                                                                                                                 |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Internal</b> | <ul style="list-style-type: none"><li>• Business Unit Manager and Staff</li><li>• Managers and Staff within the wider organisation</li></ul>                                                                                    |
| <b>External</b> | <ul style="list-style-type: none"><li>• New Zealand Police and other Government agencies as appropriate</li><li>• Firearms Community (including but not limited to license applicants, license holders, and dealers).</li></ul> |

### **Position specific competencies: (how you'll deliver results)**

To be successful in this role, the **Arms Officer** will bring:

- Critical thinking and sound judgement
- Ability to plan, prioritise and organise work for self/others
- Ability to adapt quickly to rapidly changing situations as they evolve
- Basic communication – written and oral
- Customer orientation
- Cultural awareness and sensitivity



- Basic computer (MS Office) skills

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### **Additional information: (what you need to know)**

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#### **Work Environment**

- Flexibility Options: Flexible working options available
- Travel requirements: Domestic travel may be required
- Physical Environment: Office location

#### **Qualifications**

- N/A

#### **Pre-Employment Checks**

- Standard vetting required.
- Not a children's worker standard vetting required.
- Drug and Alcohol testing, as required, according to guidelines.
- No National Security Clearance is required to be obtained and maintained.