

PERSON SPECIFICATION

Job Title	Licensing Officer	Job Number	
Directorate	Residents Services	Location	Basingstoke
Completed By	Licensing Shared Service Team Leader	Date	June 2020

Criteria	Indicate by ✓		Measured By
	Essential	Desirable	
Qualifications and Experience Academic, technical and professional			
• Degree level or equivalent	✓		Certificate / Application
• Certificate of Higher Education in Licensing Law and/or Professional Licensing Practitioner Certificate		✓	Certificate / Application
• Member of the Institute of Licensing		✓	Certificate / Application
• Full driving licence	✓		Licence
Work Experience & Attainments Previous work experience relevant to the job			
• Experience in a licensing role with experience in the implementation, administration and enforcement of major legislation	✓		Interview / Application
• Experience of working with external organisations and responsible authorities	✓		Interview / Application
• Experience in preparing and presenting reports to committees and dealing with committee member enquiries and questions	✓		Interview / Application
Skills and Competencies			
• Ability to build working relationships with responsible authorities and other council colleagues	✓		Interview / Application
• Proven ability to manage and develop own workload	✓		Interview / Application
• Excellent communication skills – written, oral and presentation with good IT skills	✓		Interview / Application
• Good time management, customer care, prioritisation and conflict resolution skills	✓		Interview / Application
• Self motivated and adaptable	✓		Interview / Application

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Criteria	Indicate by ✓		Measured By
	Essential	Desirable	
Skills and Competencies (continued)			
• Dedication to improving licensing knowledge and continued professional development	✓		Interview
• Chairing of multi agency Safety Advisory Group meetings		✓	Interview / Application
• Comfortable with a wide range of pet species and animals for enforcement of the Animal Welfare Act		✓	Interview / Application
• Proficient with the use of IT systems such as Microsoft Office and Uniform/IDOX.	✓		Interview / Application
• Proven experience and ability to maintain and interrogate databases in order to retrieve data for reporting / analytical purposes	✓		Interview / Application
Circumstances			
Location, flexibility and mobility; other circumstances specific to the job			
• Will be required to travel in the course of statutory duties and must possess his/her own vehicle.	✓		Interview / Application
• Will be required to work outside normal office hours subject to the needs of the service.	✓		Interview / Application
• Willing to undergo DBS check.	✓		Interview / Application
• Requires a good standard of health to carry out the range of duties expected of the post.	✓		Interview / Application
• To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on equalities, health and safety and safeguarding children and vulnerable adults).	✓		Interview / Application