

<b>Job Title</b>	Licensing Officer		
<b>Job Number</b>	TBC		
<b>Grade</b>	6		
<b>Directorate</b>	Residents Services		
<b>Section</b>	Shared Licensing Services		
<b>Preparation Date</b>	June 2020		
<b>Responsible to</b>	Shared Licensing Team Leader		
<b>Responsible for total number of direct reports</b>	0	<b>Responsible for total number of staff managed</b>	0
<b>Main purpose of job</b>			
<ol style="list-style-type: none"> <li>1. Day to day provision of the Councils Licensing functions.</li> <li>2. Undertaking investigation, compliance and complaint inspections of licensed premises, vehicles and persons and taking necessary action.</li> <li>3. Maintenance of the Licensing database and case management applications</li> <li>4. Investigation and enforcement of alleged illegal activity.</li> <li>5. To contribute to the continuous operational improvement of the team through team meetings, external liaison and specific project work.</li> </ol>			
<b>Main responsibilities</b>			
<ol style="list-style-type: none"> <li>1. To administer and implement all licence applications including premises and persons licensed under the Licensing Act 2003, Taxi and Private Hire drivers, vehicles and operators, Animal Welfare premises, Street Traders, Lotteries, Charity collections, Gambling Act, Scrap Metal Dealers, Motor Salvage Operators, Special Treatment practices, Tables and Chairs on the Highway and Sexual Entertainment Venues.</li> <li>2. Investigation of complaints related to all licences administered by the licensing team</li> <li>3. Initial and follow up inspections of premises and vehicles and taking any necessary enforcement action including PACE interviews.</li> <li>4. Discussions with, and/or advice to owners, proprietors and occupiers of premises, Directors, Senior Management and professional representatives of national and local companies, members of other professions, other Departments, Ward Members, outside organisations, federations, trade organisations and members of the general public.</li> <li>5. Maintain the licensing database, web pages and document library. Maintenance of public registers required under specific legislation.</li> <li>6. Preparation and presentation of reports to Licensing Committee, Licensing Subcommittee and licensing appeals panel.</li> <li>7. Representing the licensing team at internal and external meetings with and on groups such as Regional Licensing Officers group, Pubwatch, Hackney Carriage</li> </ol>			

Federation, Uniform/IDOX User group, and others as required some of which involve negotiation and problem solving to resolve conflicts of issues to an agreed outcome.

8. Co-ordinating specific enforcement on multi-agency partnership with BID, VOSA, DWP, Housing benefits, Traffic Police and Licensing Police.
9. Keeping up-to-date with relevant legislation and case law.
10. Leading on projects as directed
11. Participating in public awareness and safety campaigns. Assisting in production of newsletters.
12. Assisting in the running of seminars, training courses and forums.
13. Identifying and reviewing service provision to ensure continued service improvement to licensees.
14. Any other duties as directed by the Shared Licensing Team Leader.
15. To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on data protection, equalities, health and safety and safeguarding children and vulnerable adults)'.

**Essential Car User**

Yes

**Special features and/or equipment**  
(anything 'out of the norm')

The Officer appointed will be expected to carry out late at night enforcement outside normal working office hours and will be compensated either by overtime payments or by time in lieu.

*This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.*