

JOB DESCRIPTION

DATE:	2007	Post No:	DR0405
DESIGNATION:	Licensing Manager	GRADE:	M9
SERVICE:	Legal Services – Licensing	HOURS:	37
REPORTS TO:	Chief Solicitor		

GENERAL DESCRIPTION OF DUTIES:

Management and administration of the Council's licensing and other related functions.

SPECIFIC DUTIES:

1. To manage the staff of the Licensing Section and allocate work as necessary.
2. Ensure that all officers are fully trained and conversant with modern licensing requirements. Undertake training of staff where necessary.
3. To develop and maintain expertise and technical understanding in respect of the legal provisions relating to all licences and registrations administered by the Council.
4. To assist the Monitoring Officer in the investigation of complaints referred by an Ethical Standards Officer to the Council for local investigation.
5. To be aware of the requirements of the Disability Discrimination Act 1995, both in relation to the requirements imposed on licensed premises and vehicles and also the delivery of services by the Council.
6. To ensure that all complaints are recorded and dealt with in accordance with the Council's complaints procedures and to review all complaints with the Chief Solicitor (including unjustified complaints) in order that appropriate lessons may be learned.
7. To contribute towards the maintenance of the Council's Investor in People status and all related initiatives. In addition, to be aware of any opportunities for improving the efficiency and effectiveness of service delivery to our clients.
8. To ensure that new computerised systems operate to best advantage and that all advantages from user groups, system upgrades, etc., are implemented as fully and smoothly as possible.
9. To continue a programme of continuing professional education and IT training as appropriate.
10. Carry out the role of "System Administrator" for CAPS Uniform System (Legal – Licensing);

As System Administrator/Operator, in liaison with the System Owner, you must ensure that:-

- Access controls are in place which are appropriate to the sensitivity of the information used by the system

Job descriptions are working documents and are not intended to specifically exclude any task which the post-holder might reasonably be expected to undertake

- Procedures are in place to ensure that regular back-ups of both software and data are taken, and copies are stored in a secure remote location
- The major risks which may threaten the security of the information are identified and, where possible, mitigated
- Changes to the system are authorised and made in a controlled and effective manner
- Instances of misuse or abuse of the system are reported.

11. To undertake any other duties within the scope of the post and/or as determined from time to time.