

JOB DESCRIPTION

DATE:	July 2012	Post No: DR0403
DESIGNATION:	Licensing Officer	GRADE: 4/5 (career graded)
SERVICE:	Legal Services	HOURS: 37 (inclusive of out-of-hours working)
REPORTS TO:	Licensing Manager	

GENERAL DESCRIPTION OF DUTIES:

This role is of strategic importance to ensure that in validating processing and granting all licences and permits are issued within the statutory timeframe, resulting in accuracy and execution of best practice and

SPECIFIC DUTIES:

1. To monitor and ensure that the statutory responsibilities under the Licensing 2003 Act, Police Reform and Social Responsibility Act 2011 the Gambling Act 2005, Local Government (Miscellaneous Provisions) Act 1976, Town Police Clauses Act 1847, the Public Health Act 1875, the Local Government Act 1972, the Transport Act 1985, Rehabilitation of Offenders Act 1974, Lotteries & Amusements 1976, are adhered to.
2. To investigate, enforce and take prosecution action where necessary, involving investigation and the taking of enforcement action where necessary including the taking of evidence, and presenting it at Council Hearings and court appearances. This will involve regular out-of-hours working.
3. To provide guidance and advice through external communication to premises licence holders, responsible authorities, Borough Councillors, Licensing and Appeals Committee, Parish Councillors and members of the public on aspects of licensing law and the impact it will have on their day-to-day operations.
4. To prepare reports, answer correspondence and presentation of information to all types of audience from laymen to specialist.
5. To be a licensing ambassador for Licensing Services at internal and occasional external meetings.
6. To meet with Taxi Drivers, Hackney Carriage Proprietors and Private Hire Operators attending the Reception, in person, to validate applications prior to processing, at agreed timings.
7. To ensure that the entries into the local licensing database and public registers are accurate and up-to-date and in an auditable state, being able to produce the mandatory returns as required by different professional and Governmental bodies.

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

8. To assist the Licensing Manager in the overseeing and production / transmission of email/ web pages/mailed weekly renewal notices of licences (Annual Fees, Medicals, Vehicle Compliance Tests, Trackers for premises and Temporary Event Notices).
9. To review, monitor and maintain key objectives as documented at appraisal.
10. To participate in any relevant training for the duties of this post and to undertake ongoing training, Councillors and external organisations on processes and processes relating to the grant of licences. In addition to organise local licensing seminars for all licensing stake holders as needs become apparent.
11. To provide cover in the absence of the Licensing Manager.
12. To comply with standard employee Health & Safety at Work responsibilities.
13. To comply with the Council's Equal Opportunities policy.
14. To carry out any other related duties as may be directed from time to time by the Licensing Manager.

CAREER GRADE CRITERION

A bar to salary progression will exist at the top of scale 4 within the post's grade of 4/5.

The criterion for passing through this bar is as follows:

The Chief Solicitor must be satisfied that the post-holder has sufficient technical knowledge (including understanding of the relevant legislation) to be capable of undertaking all of the job description's duties. This will be demonstrated by job performance.

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