**Job Description**

**JOB TITLE :** Principal Licensing Officer

**GRADE :** J

**POST NO :** 2132

**SERVICE :** Environmental Health and Community Safety

**UNIT :** Licensing Team

**REPORTS TO :** Environmental Health and Community Safety Manager

**RESPONSIBILE FOR :** All staff in the Licensing Team

**LIAISON WITH :** Other Council services, Members, external agencies and stakeholders (e.g. Police, Fire and Rescue Services, Home Office, Hackney Carriage and Private Hire Operators, Trade representative bodies), community associations and the general public.

PURPOSE OF JOB

To manage the Council’s Licensing Team, ensuring that the team works efficiently and effectively in the provision of a high quality licensing service. The post holder will ensure that policies and procedures appropriate to the work of the team are developed, implemented and reviewed.

To assist the Environmental Health and Community Safety Manager in providing a regulatory service and carrying out the Council’s statutory duties.

To act as professional lead in relation to licensing.

GENERAL MANAGEMENT ACCOUNTABILITY

1. Accountable to the Environmental Health and Community Safety Manager in the effective development, management and implementation of legislative and other initiatives of the team.
2. To represent the service on external strategic and policy groups as appropriate.
3. Line management of staff within the team, including being a point of expertise, guidance and advice on issues relating to licensing.

MAIN ACTIVITIES

1. To lead, develop and manage the delivery of a high quality licensing service, ensuring that workloads are effectively managed and statutory and local performance indicators are met and accurately reported.
2. To develop and implement, in conjunction with the Environmental Health and Community Safety Manager, policies, protocols and procedures relevant to the Licensing Act 2003, Gambling Act 2005, Charities Act 2005, taxi and private hire licensing and other miscellaneous licensing functions.
3. To ensure the timely determination of relevant licence applications, and thereafter compliance with conditions according to the relevant statutory provisions and Council procedures and policies.
4. To plan and implement a compliance monitoring programme and where necessary enforcement in relation to the full range of licences, registrations and consents for which the Licensing Team is responsible.
5. To produce an annual action plan for licensing matters, having regard to coordinating and delivering projects with a strong licensing element, which may require proactive working with other key partners (regulatory, health, trade and other interested parties).
6. To monitor new legislation, statutory instruments, government circulars and other guidance on good practice, including attendance at external seminars and work-shops in relation to the work of the licensing team and to provide advice and support to the Environmental Health and Community Safety Manager/Service Lead, Officers and Members in regard to the implementation of licensing legislation.
7. To provide, in conjunction with Environmental Health and Community Safety Manager, information and training to colleagues, Council Members and others in respect of work and projects within the postholder’s sphere of responsibility and influence.
8. To deal with all complex applications and correspondence giving clear advice and guidance to Council officers, applicants, legal representatives and members of the public and to issue licenses under delegated authority within relevant policy and guidelines.
9. To carry out all appropriate enquiries, respond to complaints and where necessary to carry out investigations and interviews and prepare evidence in respect of breaches of appropriate legislation and to attend the Courts of Law to give evidence where necessary.
10. To prepare and present committee reports, representations, orders, legal notices etc and to take relevant action in relation to breaches of licence conditions and contraventions of licensing legislation. This includes presenting at Licensing Committee/Licensing Sub-Committee and other meetings relevant to licensing as required.
11. Manage the development and use of database systems used by the licensing service including the dedicated licensing software packages, to improve on the section’s efficiency and performance, and to ensure the service complies with relevant national Licensing Guidance and the European Services Directive.
12. Responsibility for the collation, analysis, interpretation and reporting of statistical data on the Environment for the Council and regulatory authorities in a timely and accurate manner.
13. To maintain an active role on the Devon Licensing Officers Group (DLOG) and represent the section /Council on other stakeholder groups as required.
14. The postholder is responsible for the implementation of safe systems of work and the application of established health and safety procedures. The postholder must conduct regular risk assessments of their areas of responsibility, exercise such supervision and communicate such information as is necessary to ensure the health and safety of themselves, their staff, visitors and the general public whilst in the pursuit of the Council’s undertaking.
15. To work at various hours, including evenings and weekends to reflect the special nature of the regulatory duties attached to this post.
16. To carry out any other duties commensurate with the role.

DATE LAST UPDATED: June 2020

**Person Specification**



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|  | **CRITERIA** | **ESSENTIAL (E)**  **DESIRABLE (D)** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS & KNOWLEDGE** | Relevant graduate or professional qualification (licensing / regulatory) or equivalent by experience. | E | A, C, R |
| A minimum of 3 years’ experience in managing / supervising an appropriate regulatory service. | E | A, I, R |
| Extensive knowledge and experience of enforcement and giving evidence. | E | A, I, R |
| Extensive knowledge of licensing law and practice. | E | A, I, R |
| **EXPERIENCE & SKILLS** | General work experience within an Environmental Health team including health and safety, performance management and nuisance and anti-social behaviour. | D | A, C, T, I, R |
| Experience of carrying out a wide range of enforcement activity. | D | A, I, R |
| Comprehensive knowledge of the principles of law and administration relating to current licensing legislation, codes of practice and guidance. | E | A, I, R |
| Team player, adaptable, able to work on own initiative under pressure and to motivate members of team. Must be able to work to strict deadlines and maintain confidentiality. | E | A, I, R |
| Confident approach and ability to make clear decisions. | E | A, I |
| Highly developed communication and negotiation skills with the ability to present verbal or written information in a clear and concise manner that is easy to understand. | E | A, I |
| Experience of providing evidence-based policy advice to decision makers. | E | A, I, R |
| Experience in writing detailed reports and procedural documents. | E | A, I, R |
| Good IT skills, including Microsoft Office and similar applications; and the ability to manage databases. | E | A, I, R |
| Experience of successful multi partner working where negotiation, persuasion and innovation are demonstrated. | E | A, I, R |
| Accuracy and attention to detail, particularly when working to tight deadlines. | E | A, I, R, T |
| Understanding of evidence gathering and PACE. | E | A, I, R, T |
| Experience of motivating staff and undertaking day-to-day management responsibilities. | E | A, I, R |
| **SPECIAL REQUIREMENTS & ATTITUDES** | Full current driving licence. | D | A, I |
| Willingness to work evenings, nights and weekends as required. | E | A, I |
| An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations. | E | A, I |
| Committed to continuous improvement and providing a high quality service. | E | A, I |
| Demonstrable ability to maintain focus and sound judgement under pressure. | E | A, I, T |
| Knowledge of Environmental Health and Community Safety the issues which affect Environmental Health and Community Safety policy. | E | A, I |
| Awareness of the challenges facing local government. | E | A, I |
| Knowledge of health and safety at work legislation & principles in the context of an employer. | D | A, I |

**COMPLETED BY:** Service Lead -Environmental Health and Community Safety

**DATE:** June 2020

**CATEGORY:** A – Application, C - Certificates, T – Testing, I – Interview, R - Reference