# Image of North Northamptonshire Council logo

# Job Description and Person Specification

## Job details

Job title: Licensing Enforcement Officer

Grade:

Reports to: Licensing Enforcement Team Leader

Responsible for:

Directorate and Service area: Place and Economy / Regulatory Services

**Purpose of the job**

To ensure compliance with all licensing legislation for which the team is responsible, to include but not be exclusive to the Licensing Act 2003, Gambling Act 2005, animal welfare and taxi legislation. To include partnership work with other relevant agencies and services within the authority and other authorities.

**(Please make these concise and ideally no more than 8)**

1. To undertake licensing inspections to meet agreed targets, based on the principles of risk assessment.
2. To carry out the investigation of complaints relating to premises, vehicles, drivers and activities for which the service has a licensing responsibility.
3. To liaise with other services, authorities and agencies to ensure joined up and effective delivery of the licensing enforcement service.
4. To undertake licensing enforcement activities to include service of notices, preparation of prosecution files and reports to Licensing panel.
5. Present reports to licensing panel
6. To provide advice and expertise on licensing matters to businesses, the public and other services within the Authority
7. Be a key player in ensuring that the service remains up to date, efficient and provides the best service to our customers through continuos improvement.
8. To liaise with trade bodies and relevant organisations such as pubwatch and the licensed vehicle trade.

## General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
2. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the councils committment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Special features of the post

**If there are any other special features of the job that need to be in the job description, please indicate them here.**

**The post holder will be required to carry out programmed work outside of normal working hours and must be prepared to undertake unsocial hours duties without notice where circumstances demand immediate intervention. Flexitime, time off in lieu and flexible working hours are available to meet this requirement.**

# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | * Educated to A Level or equivalent standard * IoL Professional Licensing Practitioners Qualification | * Level 3 Certificate for Animal Inspectors |
| Experience and Knowledge | * Experience of inspection, Enforcement and Prosecution * Good knowledge and understanding of relevant licensing legislation, guidance, best practice and policies |  |
| Ability and Skills | * Fluent in spoken and written English * Excellent verbal communication and presentation skills * Able to produce clear and concise and persuasive written reports and letters for the public, senior officers and members. * Able to demonstrate skills in planning and organising * Computer literate with experience of using management information systems and Microsoft products * Ability to work as part of a team and manage own caseload * Self-motivated and able to work with minimum supervision | * Knowledge of IDOX Uniform case management system |
| Equal Opportunities | * Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| Additional Factors | * Full car driver licence and access to a vehicle for work. * Willing to attend work outside of normal office hours |  |