North Northamptonshire Council

Job Description and Person Specification

Job details

Job title: Licensing Enforcement Officer
Grade:6
Reports to: Licensing Enforcement Team Leader
Responsible for:
Directorate and Service area: Place and Economy / Regulatory Services

Purpose of the job

To assess and take the requisite action in relation to licensing applications and to undertake compliance and enforcement activities and actions in accordance with law, statutory guidance, codes of practice and policy to ensure the Council meets its statutory obligations. The role requires the post holder to be knowledgeable and competent in the practise of all the Team's licensing responsibilities and to lead in one of the following subject areas: Animal Welfare Licensing and Hackney Carriage and Private Hire Licensing.

- To undertake licensing inspections, audits, investigations and other enforcement or administrative activities relevant to the Team's responsibilities and in accordance with law, statutory guidance, codes of practice, PACE and RIPA in line with the principles of risk assessment.

- To use a range of enforcement tools to obtain compliance, including verbal and written warnings, enforcing licence conditions and penalty points, and issuing suspensions and revocations and formal notices in consultation with the Licensing Enforcement Team Leader and relevant senior managers.

- To gather evidence in accordance with PACE and RIPA, conduct PACE interviews, prepare prosecution files, liaise with legal advisors and senior managers, and attend and give evidence in court in accordance with law, policy, and guidance.

- To respond to service requests and investigate complaints relating to premises, vehicles, drivers, and activities for which the service has a licensing responsibility in accordance with law, policy, and guidance within agreed timescales.

- To act as technical lead in Animal Welfare, Hackney Carriage and Private Hire Licensing or Licensing Act 2003/Gambling Act 2003, to involve providing advice on associated licensing matters to businesses, the public, Elected Members, internal and external partners, and agencies.

- To prepare and present licensing reports to the Licensing & Appeals Committee (or sub committees thereof).

- To support senior managers in the development of policy, procedures, guidance, and training materials where it relates to their lead area/s of responsibility.

- To liaise with other services, authorities, and agencies to ensure joined up and effective delivery of the licensing enforcement function and to undertake outreach and partnership working with the licensed trade

- To undertake personal learning development to maintain up-to-date specialist technical knowledge, including training programmes, conducting own research, and reading as required, to ensure the Council meets its statutory obligations.

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	• Good knowledge of licensing law, statutory guidance, codes of practice, in relation to the Licensing Act 2003 and Hackney Carriage and Private Hire licensing and sound knowledge of other licensing regimes to include the Gambling Act 2005, Animal Licensing, Sexual Entertainment Licensing, Street Trading, Charitable Collections, Cosmetic procedures among others. • Detailed knowledge of licensing law, statutory guidance, codes of practice in relation to one of the following areas: Hackney Carriage and Private Hire Licensing, Licensing Act 2003/Gambling Act 2005 or Animal Welfare Licensing. • Experience of inspection, Enforcement and Prosecution, including PACE and RIPA procedures and requirements. • Experience of working effectively in partnership with a range of stakeholders. •	
Ability and Skills	• Fluent in spoken and written English. • Excellent written and verbal communication and presentation skills.	• Knowledge of IDOX Uniform case management system

Attributes	Essential criteria	Desirable criteria
	• 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, including working to tight deadlines and managing a caseload. • Computer literate with experience of using management information systems and Microsoft products • Ability to work as part of a team but with the ability to be self-motivated and to work with a minimum of supervision. and manage own caseload	
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 and to attend evening meetings as necessary.	