



**North
Northamptonshire
Council**

Job Description and Person Specification

Job details

Job title: Licensing Officer

Grade: £27,344 - £29,439

Reports to: Health Protection Manager

Responsible for: N/A

Directorate and Service area: Regulatory Services – Environmental Health

Purpose of the job

To ensure the satisfactory implementation, enforcement and administration of health, safety and welfare licensing in the Borough, principally relating to Hire Vehicles, Licensing Act, Gambling Act and Animal Welfare. Also to act as the services advisor on the relevant licensing policy and technical issues.

Principal responsibilities

1. To carry out the inspection of licensed premises including both proactive and reactive interventions to ensure that licence conditions, rules of management and consents are being complied with. To make recommendations for the approval of licence applications and renewals to the Health Protection Manager or the Head of Service as required.
2. Inspection of Hackney Carriages and Private Hire Vehicles to regulate the standard of cleanliness and general appearance, and to ensure their compliance with any relevant byelaws, licence conditions and policies determined by the council. Take lead in regular meetings with hackney carriage proprietors, private hire associations and appropriate Councillors.
3. Interview and examine potential Hackney Carriage and Private Hire Vehicle Drivers as to their knowledge of the district and of the Hackney Carriage Byelaws as appropriate, recommending as to suitability for licensing. Maintain a constant review of all issued licences to ensure compliance with the conditions attached to such licences and carry out regular examinations of all records relating to Private Hire Bookings.
4. Investigate and monitor complaints, compile evidence, carry out visits and revisits including duties outside normal working hours in order to meet service requirements. To serve and enforce statutory notices relating to all types of licensing activities.
5. Represent the service and give evidence at cross-service meetings, committees, legal proceedings, public meetings and licensing sessions where commercial licensing issues may be involved.

6. Liaise with other services within the council, veterinary practitioners, animal welfare Organisations, Licensing Organisations, Police, Fire Services and other agencies as required with respect to licensing issues, ensuring that proper consultation procedures are followed. Represent the service and give evidence at cross-service meetings, committees, legal proceedings, public meetings and licensing sessions where commercial licensing issues may be involved.
7. Research and maintain an information resource on all aspects of technical and legal matters relating to licensing and associated issues. To advise the Health Protection Manager on the impact of new legislation within the sphere of the job and its implications.
8. Prepare and deal with correspondence, licences, briefs, plans and other documents to originate reports and prepare and evaluate statistics. Be responsible for the use of computers and the maintenance of all necessary records and administration in connection with the duties of the post.

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. 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

1. This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.
2. The nature of the work will require evening and weekend work as part of the normal working week.
3. Lead with the police and other authorities for night monitoring of taxis and lead with fire authorities as well in respect of licensed premises.
4. The post holder must hold a full current UK driving license or equivalent. A casual car allowance applies.



Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Good general education with minimum GCSE level grade C or above including English and Maths or equivalent.	Certificates in Licensing Practice/Law or equivalent
Experience and Knowledge	Broad understanding of licensing legislation Working knowledge of the principles governing the collection of evidence Experience of taking enforcement action and appearing in Court Over 2 years experience in a Regulatory Service within Local Government In-depth knowledge of the principles of law and administration relating to licensing Strong commitment to honesty and probity Enthusiastic and motivated with a commitment to serving the local community and promoting public safety	Effective keyboard skills and experience of computerised information systems including Microsoft Office and e-mail.
Ability and Skills	Fluency in spoken English Self-motivated and able to work with minimum supervision Ability to communicate effectively at all levels including difficult clients/situations. Ability to make reasoned decisions Good written communication skills including report writing Possess effective presentation and training skills Strong commitment to honesty and probity Demonstrate effective media and presentation skills	

Attributes	Essential criteria	Desirable criteria
	Motivated by achievement of goals and improving public safety A desire to achieve high levels of professional competence in the execution of work	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Access to a vehicle for the use of conducting duties	