**Job profile**

**Licensing Assistant**

**Grade F**

**Group:** Communities and Environment

**Service:** Development, Transport and Public Protection

**Location:** Civic Centre

**Line Manager:** Assistant Manager, Licensing and Enforcement

**Car User Status:** Casual

**Job Purpose**

To support the Assistant Manager Licensing and Enforcement and Licensing Officers in the administration and enforcement of Hackney Carriage and Private Hire Licences, Premises Licenses, Gambling Licenses, Scrap Metal Licences and Street Trading Permits issued by Development and Public Protection.

**The key roles of this post will include:**

1. The Administration and Enforcement of the law relating to Hackney Carriage and Private Hire Licences, Premises (alcohol) Licenses, Gambling Licenses and Street Trading Permits within Regulatory Services.
2. Taking part in enforcement activities relating to Hackney Carriage and Private Hire Licenses, Premises Licenses, Gambling Licenses and Street Trading Permits within Regulatory Services.
3. Supporting the Licensing Officer in the preparation of reports and correspondence
4. Conducting interviews and negotiations with licensing applicants.
5. Preparing legal case files and written reports for submission to Senior Licensing Officer and Licensing Officers.
6. Answering telephone queries as required and providing information and assistance to colleagues and the public regarding all aspects of licensing including Hackney Carriage and Private Hire Licences, Premises Licenses, Gambling Licenses and Street Trading Permits.
7. Maintaining and updating record systems, dealing with correspondence and inputting data onto computer systems with a high degree of accuracy and timeliness.
8. Working with Councillors, other agencies and stakeholders in providing the Licensing Service.
9. Such other responsibilities allocated which are appropriate to the grade of the post.

**Knowledge & Qualifications**

**Essential:**

Knowledge

* Town Police Clauses Act 1847;
* Local Government (Miscellaneous Provisions) Act 1976;
* Licensing Act 2003.
* Police and Criminal Evidence Act 1984.
* Communicating in writing and verbally.
* Using computers eg. Windows-based operating systems/Microsoft Office products.

Experience

* Investigating breaches of the criminal law.
* Compiling prosecution reports and appearing in Court.
* Managing a varied workload.
* Flexible working - Out of hours including evening and weekend work.

Qualifications

* Current UK driving licence and access to a car.

 **Desirable:**

Knowledge

* Gambling Act 2005.
* Transport Act 1985.
* Road Traffic Act 1988.
* Gateshead Council Street Trading Policy.
* Gateshead Council licensing policy.

Experience

* Investigating and Prosecuting Hackney Carriage and Private proprietors, operators and drivers.
* Investigating and Prosecuting Licensed Premises.

Qualifications

* Certificate in Licensing Law (Warwick University).

**Competencies**

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| **Customer Focus**  | Puts the customer first and provides excellent service to both internal and external customers |
| **Communication** | Uses appropriate methods to express information in a clear and concise way to make sure people understand |
| **Team Working** | Works with others to achieve results and develop good working relationships |
| **Making things happen** | Takes responsibility for personal organisation and achieving results |
| **Flexibility** | Adapts to change and works effectively in a variety of situations |
| **Learning and Development** | Actively improves by developing and applying new skills and knowledge and learns from past experiences |