

**RICHMONDSHIRE DISTRICT COUNCILS
ENVIRONMENTAL HEALTH
JOB DESCRIPTION**

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| JOB TITLE | Licensing Officer | Enforcement | POST NUMBER | ENVT EHO 09 |
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MAIN PURPOSE OF JOB:

To carry out a range of enforcement activities in relation to licensed premises, persons and activities within the scope of the Licensing Team.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

None

SUPERVISION AND GUIDANCE:

Responsible to the Environmental Health and Housing Options Manager.

RANGE OF DECISION MAKING:

Determining applications under specific legislation in accordance with Council policies.

Determining whether a person is "fit and proper" to be the holder of a licence and to take any appropriate enforcement action.

Investigation of complaints about licensing matters, evaluation of information and assessment whether any contraventions have taken place and decide on appropriate enforcement action where required.

Undertaking inspections and investigations of licensed premises and vehicles to assess their compliance with licensing conditions and deciding on an appropriate course of action to secure compliance where appropriate.

Make recommendations to the Licensing Team Leader for legal action or for consideration by the Licensing Committee as appropriate.

RESPONSIBILITY FOR ASSETS, BUDGETS, MATERIALS, ETC:

Responsible for the security of Criminal Records relating to persons applying for or having a licence.

Responsible for ensuring electronic and paper records are correctly and securely maintained.

Maintaining public registers within the scope of the Licensing Team.

RANGE OF DUTIES AND RESPONSIBILITIES:

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| <p>Manage and develop people</p> | <ul style="list-style-type: none"> • To assist with the training of Student Environmental Health Officers or other trainees where required. |
| <p>Operational services</p> | <ul style="list-style-type: none"> • To assist the Licensing Officer in processing applications for licences and registrations which fall within the remit of the Council and the Licensing Team. • To inspect premises and vehicles for compliance with regulations and licence conditions including visits outside normal working hours as required. • To ensure that hackney carriage and private hire vehicles are subject to mechanical examination by approved garages at appropriate intervals. • To assist the Licensing Officer to undertake checks on licence applications (where appropriate) with the Criminal Records Bureau. • To investigate requests for service, including interviews with members of the public, licence holders and other stakeholders, and where necessary initiate appropriate enforcement action. • To maintain appropriate records in relation to licences. • To undertake ad hoc visits and research to ascertain whether illegal or unauthorised operations exist and take appropriate enforcement action. • To carry out such administrative duties commensurate with the post and to keep and maintain records • To operate ICT systems associated with this post. • To undertake such other duties of a comparable nature and level of responsibility as may be required from time to time by the Environmental Health Manager. • To support the efficient implementation and continuing development of the shared service, to agreed objectives for both authorities. |
| <p>Innovation and creativity</p> | <ul style="list-style-type: none"> • To keep informed of licensing issues by regular exchange of information with colleagues, external contacts and through on-going training and continued professional development. • To prepare reports, schedules and estimates as may be required by the Licensing Officer. • To undertake research, prepare reports and advise the Licensing Officer with regard to new legislation, official guidance and specialist knowledge relating to the duties of the post. • To observe the development of new systems and, with training, keep up to date on ICT development affecting the work of this post. |

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| Information and communication | <ul style="list-style-type: none"> • To attend meetings, working groups, committees etc within the Council and with relevant outside organisations to represent the views of the Licensing Team Leader and the Councils as appropriate. • To prepare reports and assist in the completion of statistical returns for statutory bodies and internal Performance Indicators, objectives and targets. • To organise and co-ordinate licensing initiatives and special projects as required by the Licensing Officer. • To undertake surveys and research on specific matters with a view to the development or review of policies and practices. • To prepare statistics and other licensing data for Committee Reports and other purposes as required by the Licensing Officer. • To liaise with licence holders and other stakeholders in respect of licensing matters. |
| Enforcement | <ul style="list-style-type: none"> • To make recommendations for legal action to the Licensing Officer for serious breaches of licence conditions, take statements and prepare evidence for legal proceedings and licensing committee hearings and, when necessary, give evidence in court. • To ensure hackney carriage ranks are maintained in a satisfactory condition and that their conditions of use are being observed and taking appropriate enforcement action where necessary. |

CONTACTS:

Councillors (County, District, Town, Parish)
Members of the public
Business representatives
All Council Officers
Representatives of other Local Authorities
Legal representatives of Council and business owners
Government Agencies

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| SPECIAL CONDITIONS OF SERVICE: None |
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| COMPILED BY: Philip Mepham | ASSESSMENT DATE: September 2013 |
| COMPILED DATE: 8/9/2010 | ASSESSED BY: CD |
| | POST GRADE: 7 |

Job Description

agreed by postholder.....

Date.....