

**RICHMONDSHIRE DISTRICT COUNCIL  
PERSON SPECIFICATION**

**LICENSING ENFORCEMENT OFFICER**

**Criteria will be assessed via the submitted application form (A), and  
Interview (I)**

<b>QUALITIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION AND PROFESSIONAL QUALIFICATIONS</b>	1. 5 GCSE's (Grade A-C) or equivalent (A)	a. NVQ level 3 in Licensing Enforcement/Administration or equivalent. (A) b. Level 2 of the NATPHLEO training course, or equivalent. (A)
<b>EXPERIENCE</b>	2. At least one years' practical experience in an inquiry/investigation-related position.(A) 3. Knowledge of the requirements of the law relating to Premises, Hackney Carriage and Private Hire licensing.(A)	c. Working knowledge of the requirements of the Police and Criminal Evidence Act 1984. (A) d. Understanding of the basic aspects of motoring and liquor licensing law. (A) e. Knowledge of motor vehicles, mechanical and maintenance matters. (A)
<b>PERSONAL COMPETENCIES</b>	4. Ability to relate to people. (A,I) 5. An excellent communicator. (I) 6. Ability to produce reports of a complex and sensitive nature. (A,I) 7. Ability to apply legislation practically. (I) 8. Ability to work under pressure and meet deadlines. (A,I) 9. A good team worker. (A,I) 10. Flexible. (A,I) 11. Assertiveness when required. (.,I) 12. Ability to keep abreast of changes in licensing law and practice. (I)	f. IT literate. (A)
<b>OTHER REQUIREMENTS</b>	13. Current Clean driving licence. (A) 14. Comply with the Council's Equalities and Diversity Policy (I)	

Updated July 2018