

DARLINGTON BOROUGH COUNCIL
ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Assistant Licensing Manager
<u>GRADE :</u>	Grade O
<u>JOB EVALUATION NO.</u>	E3484
<u>REPORTING RELATIONSHIP</u>	Licensing Manager
<u>JOB PURPOSE :</u>	To assist the Licensing Manager in the delivery of a professional and comprehensive licensing service relating to the licensing of premises, persons and vehicles as well as the enforcement of licensing legislation.
<u>POST NO.</u>	D14086
<u>PDR COMPETENCY FRAMEWORK</u>	Level 2, Core Management Competencies for all managers.

MAIN DUTIES/RESPONSIBILITIES

1. Effectively deliver the licensing service including:
 - a) Licensing of premises, persons and vehicles
 - b) Administration and enforcement of licensing legislation

In accordance with current legislation and published policies and procedures relevant to licences, permits, registrations or consents issued on behalf of the Council
2. To manage the day to day activities of the licensing service, including the cashing and banking of income.
3. Liaise with applicants, responsible authorities, interested parties and other relevant bodies during the licensing process, including facilitating mediation when necessary.
4. To monitor operational budgets to ensure effective service is carried out within financial parameters and maximise income generation for the Licensing Service.
5. Interpret licensing legislation to ensure that the Licensing Service is managed efficiently and changes to existing and new legislation are implemented

expediently, including the production of associated documents and application forms.

6. To provide advice, assistance and information to members of the public, solicitors, consultants, council officers and other stakeholders on licensing matters and provide general specialist advice.
7. Representing the Council where appropriate in legal proceedings and on external bodies and relevant committees
8. To work with the public, private and voluntary sectors as well as colleagues, using relevant legislation and powers collectively and proportionately to ensure Darlington is a safe place to live, work and enjoy.
9. To lead on the implementation of ICT improvements and ensure that the licensing database (IDOX/UNI-form) and public registers are maintained, up-to-date and accurate. Produce mandatory returns and freedom of information requests as required.
10. To prepare reports for appropriate Committees and the implementation of Committee resolutions and attend Licensing Committee as required.
11. Following the Council's Licensing Policies, Enforcement Policies carry out enforcement actions and criminal investigations as required, including carrying out PACE interviews and preparing prosecution documents. Attend out of office hours inspections and support other officers carrying out enforcement duties.
12. Reviewing, developing and implementing appropriate legislation, strategies, policies and procedures relating to the service, identifying and implementing improvements.
13. Assist the Licensing Manager in the delivery of the Licensing Service and deputise for the Licensing Manager in their absence.
14. Monitoring progress of self and team members against established and agreed objectives
15. Managing and motivating team members to deliver a first class licensing service
16. Ensure that the PDR process operates effectively within your team and end of year reviews are completed and submitted to the Council's timescales.
17. Manage your team in line with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
18. Behave according to the Employees' Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities re. Conflicts of interest, gifts, hospitality and other matters covered by the Code.

19. Ensure that the Council's Equality agenda is implemented effectively in your team and to carry out your duties as a [manager / supervisor] and employee in line with these.
20. To fulfil your health and safety management role as detailed in both Corporate and Group Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
21. Any other duties of a similar nature related to this post that may be required from time-to-time.
22. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
23. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
24. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: October 2018

DARLINGTON BOROUGH COUNCIL

ASSISTANT LICENSING MANAGER

ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

POST NO: D14086

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	A qualification in licensing or equivalent in a related subject.		D
2	Graduate or equivalent		D
	Experience & Knowledge		
3	Approximately 4 years recent licensing experience and a demonstrable working knowledge of licensing.	E	
4	Approximately 2 years' recent experience of managing a team / direct reports, including performance development.	E	
5	Experience and understanding of statutory systems and legislation, Government policy, key issues and changes facing local government relating to licensing.	E	
6	Experience of preparing and presenting reports at committee and other relevant bodies.	E	
7	Experience of establishing and maintaining a range of management information systems, including complex databases and spread sheets.	E	
8	Experience of working effectively with members of the public as well as various commercial institutions and dealing with sensitive issues	E	
9	Working knowledge and understanding of the UNiform software package (or a similar licensing package).		D
10	A working knowledge of PACE interviews	E	
11	Experience of deputising for a senior manager when required and providing advice to Senior Officers, Members and the Licensing Trade in their absence.	E	
12	Demonstrable experience of keeping up to date with changing legislation and licensing policy and interpreting legislation to give advice.	E	
13	Experience of developing, implementing, monitoring and reviewing policies and procedures	E	
	Skills		
14	Ability to identify solutions to problems, plan work and meet tight deadlines	E	

15	Ability to respond at short notice to non-routine matters, and take the lead in dealing with a situation, handle ambiguous and uncertain situations, including sensitive policy areas	E	
16	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations and effectively present the Council's plans and policies both formally and informally)	E	
17	Ability to deal effectively with emotive situations.	E	
18	Able to accurately record information and present in a logical systematic manner	E	
19	Able to effectively monitor allocated budgets and undertake the Council's financial procedures	E	
20	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager.	E	
21	Ability to work confidently with colleagues, members of the Public, the Licensed Trade, and other bodies including Police, Environmental Health, Trading Standards and the Fire Service	E	
22	Ability to assist in the delivery of sustainable, high quality, cost effective and innovative services.	E	
23	Assist in the delivery of change, with an ability to think laterally to find solutions to difficult problems.	E	
24	IT Literate, capable of using MS Word/Excel and office packages.	E	
	Personal Attributes		
25	Ability to work effectively within a team of professional officers with a willingness to offer a flexible approach where necessary and provide adequate cover in the office at all times.	E	
26	Self-motivating and capable of using initiative in problem solving.	E	
27	Flexible approach to working time/ arrangements. Up to 10 hours per calendar month should be expected to be worked outside normal Office hours (08:00 – 18:30 hrs) as part of the 37 hour working week without additional payment	E	
28	Satisfactory Enhanced Criminal Records Bureau Disclosure	E	
29	Access to reliable transport in order to carry out the travelling requirements of the post	E	
	Special Requirements		
30	The ability to communicate at ease with customers and provide advice in accurate spoken English'	E	