

DARLINGTON BOROUGH COUNCIL

ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Licensing Manager
<u>GRADE :</u>	Grade Q
<u>JOB EVALUATION NO.</u>	B1582
<u>REPORTING RELATIONSHIP</u>	Head of Community Safety
<u>JOB PURPOSE :</u>	To ensure the professional delivery of a full 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>	D11293
<u>PDR COMPETENCY FRAMEWORK</u>	Level 2, Core Management Competencies for all managers

MAIN DUTIES/RESPONSIBILITIES

1. Effectively delivering the licensing service including:
 - a. Licensing of premises, persons and vehicles
 - b. Administration and enforcement of licensing legislationin accordance with current legislation and published policies and procedures relevant to licences, permits, registrations or consents issued on behalf of the Council.
2. As lead professional in a public facing role, 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.
3. To ensure that the Council remains at the forefront of national licensing policy, which will be achieved through environmental scanning, identification and implementation of best practice, effective networking on a local, regional and national basis and national performance indicators.
4. To scan, research, evaluate and implement national best practice locally.
5. To complete strategic projects on behalf of the Council which support national initiatives, local strategies and partnership plans.
6. As lead professional attend and represent the Council at national, regional and local events which relate to licensing or the wider health & well-being of our communities.

7. To review local licensing structures in line with national, regional and local policy to ensure that Darlington Borough Council remains effective in the delivery of licensing services.
8. Monitoring organisational, self and team progress against nationally and locally agreed objectives.
9. To promote and secure the growth and development of team members in line with national developments.
10. Managing and motivating team members to deliver a first class licensing service.
11. As lead professional and recognised licensing manager, liaise with Council Officers, Members, outside bodies and organisations in relation to all matters connected with the work of the section.
12. As lead officer represent the Council where appropriate in legal proceedings and on external bodies and relevant committees.
13. Provide oversight, scrutiny, guidance and support to Council Officers, other agencies and outside bodies to enable the provision of reports, information and statements for Council Committees / Forums and enforcement action.
14. As recognised expert ensure that the Licensing Committee remains well placed to deliver its functions on behalf of the Council and the wider community.
15. As lead professional alert the organisation to any changes in legislation, national strategy, policy and procedures and deliver the necessary changes to ensure that the Council remains efficient and effective in the discharge of licensing policies and procedures.
16. To review, develop and implement appropriate legislation, strategies, policies and procedures relating to the service.
17. Review at regular intervals, or when there are changes in legislation, existing policies and procedures relating to the service. Consult the Head of Community Safety and Assistant Director on the result of the review and the wider public where appropriate.
18. To complete local audit and inspection in line with national, regional and local policy.
19. As designated lead for licensing accounts, monitor allocated budgets in accordance with Council procedures and maximise all income potentials.
20. Ensure that the PDR process operates effectively within your team and end of year reviews are completed and submitted to the Council's timescales.
21. Manage your team in line with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
22. 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.

23. 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.
24. 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.
25. Any other duties of a similar nature related to this post that may be required from time-to-time.
26. 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.

Date: October 2018

DARLINGTON BOROUGH COUNCIL

LICENSING MANAGER

ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

POST NO: D11293

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	Graduate or equivalent.		D
2	Post graduate or professional qualification in a relevant field plus relevant licensing experience.		D
Experience & Knowledge			
3	Approximately 5 years licensing experience.	E	
4	Experience and understanding of statutory systems and legislation, Government policy, key issues and changes facing local government.	E	
5	Experience of working with Members and preparing/presenting reports to Committees.	E	
6	Experience of managing staff including performance development.	E	
7	Approx. 2 years' experience of developing, implementing, monitoring and reviewing policies and procedures.	E	
8	Experience of effective working with members of the public as well as various commercial institutions and dealing with sensitive issues.	E	
9	Experience and demonstrative ability of effective budget monitoring and income maximisation.	E	
10	Experience of managing multiple change effectively in organisation and service delivery.	E	
12	Experience of "partnership" working with other bodies.	E	
Skills			
13	Able to prioritise workload and to plan and allocate tasks to meet deadlines.	E	
14	Able to handle ambiguous and uncertain situations, including sensitive policy area.	E	
15	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations and present the Council's plans and policies both formally and informally).	E	
16	Ability to work to broad policy guidelines and to use discretion and act on own initiative as required.	E	
17	Ability to lead a team, motivate employees and to delegate where appropriate.	E	
18	A pro-active approach to change, with an ability to think laterally to find solutions to difficult problems.	E	
19	IT Literate, capable of using MS Word / Excel and office packages.	E	
20	Ability to deliver sustainable, high quality, cost effective and innovative services.	E	
21	Liaising and networking with outside organisations including community and business groups.	E	
22	Ability to analyse information from a variety of sources, solve complex problems and think creatively and	E	

	strategically		
23	Ability to monitor understanding of others, develop approach and take corrective action if required	E	
24	Ability to undertake effective project work and demonstrate necessary research skills	E	
	Personal Attributes		
25	Political sensitivity and awareness with strong commitment to public services and local democracy.	E	
26	Self-motivated.	E	
27	Passion, drive and a tenacious approach to work.	E	
	Special Requirements		
28	<i>The ability to communicate at ease with customers and provide advice in accurate spoken English'</i>	E	
29	Capable of independent travel to carry out the requirements of the post	E	
30	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	
31	Satisfactory Enhanced Criminal Records Bureau Disclosure.	E	
32	Access to reliable transport in order to carry out the travelling requirements of the post.	E	