

DARLINGTON BOROUGH COUNCIL
ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Licensing Enforcement Officer
<u>GRADE :</u>	Grade M
<u>JOB EVALUATION NO.</u>	A584
<u>REPORTING RELATIONSHIP</u>	The post holder shall be accountable to the Assistant Director Neighbourhood Services through the Licensing Manager & the Assistant Licensing Manager.
<u>JOB PURPOSE :</u>	Enforcement activities and administration relating to the Council's statutory Licensing and Registration duties.
<u>POST NO.</u>	D11297
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. Understanding and enforcing the licensing legislation relevant to licences, permits, registrations and consents issued on behalf of the Council in accordance with published policies and procedures
2. Acting as a counter signatory for applicants requesting the enhanced Criminal Records Bureau check.
3. Providing cover where necessary for the administration of licensing i.e. applications for and renewals of licences
4. Liaising, where appropriate with Council Officers, other agencies and outside bodies including the licensed trade to enable the provision of reports, information and statements for Council Committees/ Forums and enforcement action.
5. Assisting in the preparation of relevant reports for Council Committees and other bodies.
6. Conducting interviews in accordance with PACE 1984 and all other relevant legislation
7. Compiling prosecution files and attending legal proceedings, where necessary, on behalf of the Council
8. Investigating complaints relating to licensing matters from members of the public, businesses, charitable organisations and other parties and taking appropriate action.
9. Assisting in the review of taxi rank and/or the need for new taxi ranks. This may include advising on operational requirements and reporting any needs for change to the Assistant Licensing Manager or Licensing Manager.

10. Representing the interests of the Council at meetings with enforcement bodies and local licensees.
11. Identifying opportunities for improving procedures, standards of service and other issues with likely policy implications
12. This post requires 'out of hours' working, on average 6 hours per week although this may be aggregated to permit special enforcement activities. Out of hours weekend working forms part of this requirement, usually between the hours of 8pm and 3am, although this is flexible. These hours will normally form part of the 37-hour working week.
13. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
14. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
15. Carry out your role in line with the Council's Equality agenda.
16. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
17. Any other duties of a similar nature related to this post that may be required from time-to-time.
18. 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.
19. 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: February 2019

DARLINGTON BOROUGH COUNCIL

ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

PERSON SPECIFICATION - LICENSING ENFORCEMENT OFFICER

POST NO. – D11297

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Good standard of education (including GCSE English and Mathematics or equivalent)	E	
2	A qualification in licensing and or Law/ Legal Practice		D
	Experience & Knowledge		
3	Working knowledge / experience of P.A.C.E	E	
4	A minimum of 2 years enforcement experience in a regulatory framework	E	
5	Experience in compiling and/ or assisting in the compilation of Prosecution Files	E	
6	IT Literate, capable of using MS Word/Excel and office packages	E	
7	Experience of Licensing Enforcement		D
8	Experience of working in Local Government		D
9	Experience of preparing reports for Committee and other relevant bodies		D
	Skills		
10	Ability to identify solutions to problems, plan work and meet tight deadlines	E	
11	Effective communicator able to present the Council's policies both formally and informally. Confident telephone manner. Able to write down information logically and accurately.	E	
12	Ability to work confidently with members of the public, colleagues, members and external organisations including Licensed Trade, the Public and with inter-agency partnerships including Police, Environmental Health, Trading Standards and Fire Service	E	
	Personal Attributes		
13	Ability to work successfully both as part of a team and independently to agreed protocols	E	
14	Ability to be assertive	E	
	Special Requirements		
15	Will be required to work an average of 6 hours per week out of office	E	

	hours during the evening and at weekends as part of the 37 hours working week		
16	Capable of independent travel to carry out the requirements of the post	E	