



## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Assistant Licensing Officer**

**Vacancy ID: 011204**

Salary: £20,344.00 - £21,589.00 Annually

Closing Date: 23/08/2020

### **Benefits & Grade**

Grade G

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Job Description**

An opportunity has arisen for an enthusiastic individual who is committed to providing excellent customer service to join the Licensing Team.

The successful candidate will be expected to work in all aspects of local authority licensing and whilst direct experience would be desirable, particularly in Animal Activities Licensing, full training will be provided.

The ability to understand and apply legislation, to organise and prioritise work-load and operate in a fast paced pressurised environment is essential.

In addition heightened communication skills, the ability to produce formal reports and experience of working in a demanding front line service ensuring high standards of customer services would be both desirable and beneficial.

You will be expected to take an active part in improvement projects working with other members in the team.

This role will require some out of hours work and attendance at Committee and stakeholder groups.

An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Leanne Maloney-Kelly, Licensing Team Leader on 01642 526566.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b> <b>ADMINISTRATION, DEMOCRATIC &amp; ELECTORAL SERVICES</b>		<b>Service Area:</b> <b>LICENSING</b>	
<b>JOB TITLE: ASSISTANT LICENSING OFFICER</b>			
<b>GRADE: G</b>			
<b>REPORTING TO: LICENSING TEAM LEADER</b>			
<b>1.</b>	<b>JOB SUMMARY:</b> To be responsible to the Licensing Team leader for the effective and efficient performance of licensing services and for the enforcement of conditions appertaining to licences granted and administered by the authority.		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
1	To participate in strategic improvement projects with the aim to ensure that the delivery will result in sustainable changes to systems, processes and people capacity.		
2	To support the delivery of all Licensing regimes.		
3	To attend accompanied specific committees, groups and panels.		
4	To deliver a high performing service at all times ensuring an enhanced customer focus whilst maximising and achieving operational effectiveness and productivity.		
5	To assist and participate fully in the planning, preparation and development of policy documents in accordance within current licensing framework.		
6	To contribute to the development of a service plan and the monitoring of.		
7	To support the Licensing Team Leader in the granting of licenses, inspection of licensed and registered premises, persons, and vehicles. This includes assisting with the inspection of licensed premises, persons, vehicles and records for compliance, and assisting with the inspection of premises where it is suspected that unlicensed activities are being undertaken contrary to legislation enforced/administered by the authority. To liaise with other agencies regarding such matters.		
8	To assist with the investigation of complaints from Councillors and members of the public as directed and supervised by the Licensing Team Leader regarding breach of licence conditions and performance of activities for which a licence/registration is required but has not been obtained.		
9	To support the enforcement of licensing legislation, conditions and policies in and out of normal working hours. To include evenings, weekends & occasional Bank Holidays.		
10	To provide a customer focused service including the provision of advice and guidance to the public, trade members / licensees and other agencies including technical advice to applicants on all aspects of the licensing function.		
11	To accurately record and monitor enforcement activity. Setting up legal / committee / complaint files, taking witness statements, conducting PACE interviews and collating evidence.		
12	To prepare accurate records, committee reports & prosecution files regarding inspections, visits and complaints, containing sufficient detail to support legal proceedings.		

13	To grant or refuse applications for licenses as directed and supervised by the Licensing Team Leader using any powers delegated by the appropriate Council Committee(s) and to produce/present statements for any consequential appeal hearings, to magistrates, crown and appeal courts.
14	To inspect vehicles which are subject to new applications and existing Hackney Carriage and Private Hire Vehicle licenses with a view to ascertaining their suitability and acceptability for such use in line with the Councils Policies.
15	To produce knowledge tests for applicants for driver licences, including making decisions on their suitability to be granted a license.
16	Service of summonses of prosecution purposes and other notices of enforcement to include suspension and revocation letters.
17	To assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

**Personal Development** – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.



## PERSON SPECIFICATION

Job Title/Grade	Assistant Licensing Officer	G
Directorate / Service Area	Administration, Democratic & Electoral Services	Licensing
Post Ref:	POS002825	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	Qualification to NVQ level 4 in a relevant subject area or an equivalent level of knowledge from demonstrable direct work experience.	Educated to graduate level and membership of a relevant professional body or the equivalent demonstrable level of knowledge from directly relevant works experience.	Application form
Experience	Experience of working in a related background	Some knowledge of licensing laws and procedures	Application / Interview
Knowledge & Skills	Report writing skills Ability to organise own workload Investigation/evidence gathering skills Team working skills Negotiation Skills Ability to work to deadlines IT skills		Application / Interview

<p>Specific behaviours relevant to the post</p>	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Ability to think widely and solve problems logically</p> <p>Ability to be assertive where appropriate</p> <p>Ability to communicate both orally and in writing with a wide range of people</p> <p>The personal demeanour and credibility, which inspires confidence and motivates colleagues</p> <p>High personal standards of self-discipline in working to deadlines</p> <p>The ability to benefit from training relevant to the post</p> <p>Highly motivated, energetic, not easily discouraged</p>		<p>Application / Interview</p>
<p>Other requirements</p>	<p>Ability to travel around Borough</p> <p>Ability and willingness to work outside normal office hours</p>		<p>Application / Interview</p>

Person Specification dated

November 2017

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

### **Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.