

**Job Description**

**Job Title:** Licensing & Enforcement Officer

**Salary Grade:** Grade 4

**SCP:** 12 **-** 17

**Job Family:** Regulation and Technical

**Job Profile:** RT3

**Directorate:** Neighbourhoods

**Work Environment:** Agile

**Reports to:** Senior Licensing Officer

**Purpose:**

To undertake technical work, as part of a supervised team, to defined standards or codes of practice and providing a quality and efficient service to customers.

**Key Responsibilities:**

* Under the general direction of the Senior Licensing Officers to undertake the carrying out of visits, inspections, surveys and investigations in relation to the enforcement of the Service's licensing functions.
* To process applications for a variety of licences administered by the Service and to enforce the law and conditions relating to such licences.
* To keep effective and accurate records in accordance with Service policy.
* To prepare reports and issue letters, notices, schedules and other documents as may be required
* To attend court and give evidence as may be required.
* To give advice on any matter within the remit of the post.
* To follow the Service's policies, procedures and protocols as laid down.
* Ensuring that personal records of visits, inspections etc., are kept in accordance with Section policy and providing information as required to ensure Section records and statistics can be completed.
* Processing licence applications in accordance with Council procedures.
* Investigating complaints from Members of the Council, the public or other sources and providing information to enable replies to be given.
* Preparing or assisting in the preparation of reports or statistics for a variety of

 purposes and providing information as required for such reports.

* Preparing all documentation and other evidence in respect of inspections,

investigations and visits carried out including when required for prosecution purposes.

* Assisting in the development of effective liaison within the Section and with other Departments of the Authority or other bodies.
* Carrying out any other appropriate duties as may be allocated by senior officers of the Department.
* Undertaking appropriate duties out of normal hours as required. Attending

 training courses etc. as directed.

* A commitment to continuous improvement.
* To promote and champion a positive organisation-wide culture that reflects the Council’s values.

**Other Duties**

* The post holder must carry out their duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council Policies.
* The post holder must comply with the Council’s Health and safety rules and regulations and with Health and Safety legislation.
* The post holder must comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of the Council’s records and information, and in privacy of personal information held by the Council.
* The post holder must comply with the Council’s information security standards, and requirements for the handling of information, and use Council information only for authorised purposes.
* The post holder must comply with the principles and requirements of the Freedom of Information Act 2000.