2021 VAC 222

**Job Description**

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| **Job title** | Senior Licensing Officer |
| **Grade** | 7 |
| **Service/Team** | Licensing/Public Protection and Regulatory Service |
| **Main purpose of job** | 1. To assist the Principal Licensing Officer in the effective and efficient performance of the licensing service, and in the review and development of licensing policies. 2. To assist in the supervision of the enforcement of legislation and conditions appertaining to licences issued by the authority. |
| **Key responsibilities** | 1. To assist the Principal Licensing Officer in the development and implementation of quality systems to ensure that the services delivered by the Licensing Team are quality driven, being responsive to customer needs, effective and efficient in operation and provided in accordance with the Council’s policies.  2. To assist in ensuring the effective operation of  the licensing service in accordance with legislative requirements, policies and procedures and to supervise the timely processing and issue of all licences, including hackney carriages and private hire, alcohol and entertainment, street trading, gambling, charitable collections and various other licences.  3. To assist the Principal Licensing Officer to ensure the effective planning and implementation of any new legislation and associated policy documents. |
| **Key tasks** | 1. To supervise the recovery of income, ensuring that all licence fees due to the Authority are paid promptly, taking action as necessary in the event of non-payment of annual fees. 2. To provide advice to the public, applicants and other agencies on the legislation governing alcohol and entertainment, hackney carriage and private hire and a variety of other licensing regulations. 3. To provide assistance in developing quality controls, monitoring and review of performance, and to produce statistics and reports as required to ensure effective service delivery and to meet agreed targets. 4. To deal with opposed licence and registration applications and initiate conciliation between opposing parties as appropriate. 5. To support the Principal Licensing Officer in ensuring the effective enforcement of licensing legislation, licence conditions, and co-ordinate enforcement actions with the Police and other regulatory agencies, and to supervise the investigation of complaints and service requests. 6. To prepare statements, evidence and case file papers and other such information in relation to Court proceeding and to attend and present evidence as may be required at the Magistrates and Crown Court as directed. 7. To ensure that records of complaints, visits, inspections etc., are kept in accordance with Section policy and provide information as required to ensure Section records and statistics can be completed. 8. To liaise on a regular basis with representatives of service users, trades and other professionals, and attend associated meetings as appropriate. 9. To inspect vehicles which are subject to new applications and existing Hackney Carriage and Private Hire vehicle licences with a view to ascertaining their suitability and acceptability for such use in line with the Council’s policies. 10. To prepare reports for submission to the Licensing and Regulatory Committees and other relevant meetings of the Council. 11. To support the Principal Licensing Officer with the planning, preparation and development of policy documents in accordance with the current licensing framework. 12. 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. 13. To undertake appropriate duties out of normal office hours where necessary. 14. To undertake any other duties assigned that are commensurate with the grade of the post. 15. A commitment to continuous improvement. 16. To promote and champion a positive organisation- wide culture that reflects the Council’s values |
| **Other duties/specific policies e.g. DBS** | The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, 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 act in compliance with data protection principles in respecting the privacy of personal information held by the Council.  The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.  To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council |