2021 VAC 259

**Job Description**

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| **Job title** | Licensing and Enforcement Officer |
| **Grade** | 4 |
| **Service/Team** | Licensing/Public Protection and Regulatory Service |
| **Main purpose of job *(i.e why is post required?)*** | 1. To undertake technical licensing duties as part of a supervised team, to defined standards or codes of practice, and providing a quality and efficient service to customers. |
| **Key responsibilities *(i.e what does the post broadly do to achieve its purpose?)*** | 1. 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. 2. To process applications for a variety of licences administered by the Service and to enforce the law and conditions relating to such licences. 3. To keep effective and accurate records in accordance with Service policy. |
| **Key tasks *(i.e the specific duties that are required to achieve responsibilities)*** | 1. To prepare reports and issue letters, notices, schedules and other documents as may be required. 2. To attend court and give evidence as may be required. 3. To give advice on any matter within the remit of the post. 4. To follow the Service’s policies, procedures and protocols as laid down. 5. 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. 6. Processing licence applications in accordance with Council procedures. 7. Investigating complaints from Members of the Council, the public or other sources and providing information to enable replies to be given. 8. Preparing or assisting in the preparation of reports or statistics for a variety of purposes and providing information as required for such reports. 9. Preparing all documentation and other evidence in respect of inspections, investigations and visits carried out including when required for prosecution purposes. 10. Assisting in the development of effective liaison within the Section and with other Departments of the Authority or other bodies. 11. Carrying out any other appropriate duties as may be allocated by senior officers of the Department. 12. Undertake appropriate duties out of hours as required. Attending training courses etc as directed. 13. A commitment to continuous improvement. 14. To promote and champion a positive organisation- wide culture that reflects the Council’s values |
| **Responsible for staff/equipment** |  |
| **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 |