

## Job Description

<b>Post Title:</b>	Senior Licensing Officer	<b>Grade:</b>	9
<b>Post No:</b>			
<b>Directorate:</b>	Environment	<b>Section:</b>	Community Safety
<b>Responsible to:</b>		<b>Responsible for:</b>	Taxi Licensing Officer, Environment & Licensing Officer Licensing Officer, Licensing Assistant
<b>Location:</b>	Civic Centre		

### Overall Job Purpose:

To be responsible for the effective and efficient delivery of all the local authority licensing functions which have been assigned to the Licensing Section.

### Key Tasks & Responsibilities:

1. To ensure the timely processing and issue of all licences within the control of the section including those under, the Licensing Act, the Gambling Act, taxis legislation, charitable collection law , animal welfare law , and various other premises and business licences.
2. To be responsible for the day to day supervision of staff within the licensing section.
3. To ensure that correct application processes are followed including advertising where appropriate.
4. To assist in the determination and from time to time review statutory policies stating the Councils approach to, and implementation of, both the Licensing Act and the Gambling Act and presenting such policies for approval by the Members.
5. To give accurate advice and guidance regarding all licensing legislation to stakeholders on request.
6. Prepare the agenda and reports for the Licensing Committee of the Council and carry out the necessary procedures to arrange for hearings under the provisions of the Licensing Act 2003, Gambling Act 2005, Taxi Licensing Law and other licensing legislation.

7.	To exercise officers delegated powers, on behalf of the Head of Environmental Health and Community Safety, on all licensing matters in line with the Scheme of Delegation and the Taxi Licence and Enforcement Policy including the determination of appropriate licence applications.
8.	To determine the appropriate conditions to be attached to licences issued under delegated powers taking account of legal requirements and the circumstances of each application.
9.	To facilitate discussion between the various parties where representations have been made regarding applications with a view to finding mutually acceptable conditions which will satisfy all sides and alleviate the need for a hearing.
10.	To help develop, implement, and review procedures in relation to the efficient and effective delivery of the licensing service and to monitor the effectiveness of such procedures.
11.	To continually risk assess actions taken by the licensing section and bring any high risk situations to the attention of the Food, Health and Safety and Licensing Manager.
12.	To assist in the effective enforcement of licence provisions and conditions and co-ordinate enforcement with other agencies in relation to unlicensed premises and events.
13.	To ensure that all complaints against licensed premises are investigated and service requests are implemented
14.	To determine the correct course of intervention for hackney carriage and private hire drivers and operators who are convicted of offences or breach licence conditions and refer appropriate cases to the licensing committee
15.	To ensure all fees and charges are collected and that regular audits in compliance with the Councils internal audit requirements take place.
16.	To implement of any new licensing legislation. This duty is to include responding to consultation documents, advising on legislative provisions that impinge on the licensing service and the planning and implementation of any required changes.
17.	To ensure that the website content and various computer and manual databases used within licensing are kept up-to-date.
18.	To provide statistical information on licensing matters for the Council, central government or other bodies as required.
19.	To participate in any Council initiatives aimed at promoting of the night time economy and alcohol harm reduction strategies
20.	To work with partner organisations to investigate and implement opportunities for joint working and shared services where they are of benefit to the Council.

21.	To undertake any other duties required by the Head of Environmental Health and Community Safety, which are appropriate to the duties and grading of the job in order to achieve flexibility of the work as a whole and to cover for holidays and sickness, subject to the provisions of the National Scheme of Conditions of Service.
<b>Corporate Responsibilities:</b>	
<p>The postholder will be expected:-</p> <ul style="list-style-type: none"> <li>➤ To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.</li> <li>➤ To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.</li> <li>➤ To carry out duties in accordance with the Council's policy on equality and diversity.</li> <li>➤ To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.</li> <li>➤ To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.</li> <li>➤ To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.</li> <li>➤ To be responsible for Data Quality.</li> <li>➤ To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.</li> </ul>	

<b>Special Conditions:</b> (e.g. week-end work, shift allowance, car/telephone allowance)
<ul style="list-style-type: none"> <li>➤ The council operates a strict non-smoking policy.</li> <li>➤ Casual car user</li> <li>➤ Required to work outside the Council's normal working day for which time off in lieu will be granted</li> </ul>

**This Job Description is current at the date shown below. In consultation with you it is liable to variation by management to reflect, or anticipate changes in, or to, the job.**

<b>Prepared by: Neil Greenwood</b>	<b>Date: October 2021</b>
------------------------------------	---------------------------

<b>Post Holder Signature:</b>	<b>Date:</b>
-------------------------------	--------------