

Person Specification

POST:	Senior Licensing Officer	GRADE:	9
DIRECTORATE:	Environment	POST NO:	

COMPETENCIES (All competencies listed are essential to the post)	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
Working Collaboratively	
Works with our partners and the community to achieve the best outcomes in a seamless way.	Interview
One Team One Council	
Encourage a culture of participation where staff feel empowered and valued.	Interview
Builds effective relationships outside immediate team.	Interview
Creates good customer relationships and demonstrates the highest level of customer care.	Interview
Shares a sense of pride in the work of the Council.	Interview
Communicates effectively.	Interview
Professional and polite and earns the respect of management and colleagues.	Interview
Work Smart	
Ensures public money is spent in the smartest way possible.	Interview
Participates in corporate working to ensure integrated service provision.	Interview
Demonstrates a positive can do approach.	Interview
Embraces a culture of continuous improvement.	Interview
Is accountable and transparent and takes responsibility for own actions.	Interview

COMPETENCIES (All competencies listed are essential to the post)	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
Works flexibly and is receptive to new ideas and different ways of working.	Interview
Demonstrates integrity, honesty and trustworthiness as set out in the Council's Code of Conduct.	Interview
Evaluates and manages operational risk.	Interview
Brings commerciality into everyday thinking.	Interview
Organised in terms of prioritising and completing work.	Interview
Takes responsibility for own personal development.	Interview

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT (Application/Interview/Test)
Good standard of education	Essential	Application / Interview
Practical Licensing Practitioners qualification	Essential	Application / Interview
Certificate of Higher Education in Licensing Law	Desirable	Application

SKILLS/KNOWLEDGE/ABILITIES	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
Excellent written and verbal communication skills with the ability to produce and present reports and advice in a clear and professional manner to a wide range of audiences.	Essential	Application / Interview
Good understanding and general knowledge of licensing regimes, issues, procedures and relevant legislation.	Essential	Application / Interview
Ability to gather evidence, conduct interviews and deal with matters through prosecution and appeal.	Essential	Application / Interview
Ability to draft and review policies in line with Council framework and legislation.	Essential	Application / Interview
Ability to analyse, problem solve and develop creative and innovative solutions.	Essential	Application / Interview

Excellent IT skills with a good working knowledge of Microsoft Office.	Essential	Application
Ability to use systems such as IDOX, Uniform.	Desirable	Application
Ability to use own initiative and organise and manage own workload to meet priorities with minimal supervision.	Essential	Application / Interview
Ability to work as part of a team.	Essential	Application / Interview
Commitment to developing and maintaining high levels of customer care	Essential	Application / Interview
Ability to work under pressure to tight deadlines in an environment of conflicting priorities.	Essential	Application / Interview
Ability to work collaboratively with Senior Officers, Elected Members, Managers, staff, colleagues and partners.	Essential	Application / Interview

EXPERIENCE	ESSENTIAL / DESIRABLE	METHOD OF ASSESSMENT (Application/Interview/Test)
Experience working in or knowledge of local authority licensing functions	Essential	Application
Experience of leading, motivating and developing staff.	Essential	Application / Interview
Experience of interpreting legislation, policy and guidance to contribute to the formulation of local policies and procedures that comply with national requirements.	Essential	Application / Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL /DESIRABLE	METHOD OF ASSESSMENT(Application Form/ Interview/Test)
Regular and Reliable Service (the Council does not wish to employ	Essential	References

individuals who have a poor history of attendance at work where there is no underlying medical reason for the absence)		
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues.	Essential	Application / Interview
Full UK driving licence.	Essential	Application / Interview
Prepared to work outside normal office hours.	Essential	Application / Interview
Own car or other acceptable means of mobility throughout the Borough	Desirable	Application / Interview

PREPARED BY: Neil Greenwood	DATE: October 2021
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The Equality Act 2010 - Where appropriate, the duties may be reviewed where an applicant has a disability within the definition of the Act, or an existing employee becomes unable to carry out the full range of duties due to a disability