

JOB DESCRIPTION



POST TITLE: SPECIALIST OFFICER (LICENSING)
POST NUMBER: EL03
GRADE: G
RESPONSIBLE TO: TEAM LEADER (COMMERCIAL TEAM)
RESPONSIBLE FOR: N/A

LIAISON WITH: Mid Devon District Council members, other officers and internal client services, members of other Government bodies and enforcement agencies including Responsible Authorities, members of the public including representatives of local and national businesses, licence-holders and applicants.

KEY CORPORATE ACCOUNTABILITIES:

To support the delivery of the statutory Licensing and Environmental Health functions of the Council through the application, inspection, investigation, sampling and resolution of issues that are the responsibility of Public Health and Regulatory Services.

KEY SERVICE ACCOUNTABILITIES:

1. To work as a Specialist Officer and provide technical support to the Commercial Team by undertaking inspections of businesses and premises across the district and ensure compliance with statutory duties and licensing objectives through the enforcement of relevant legislation.
2. To ensure any negative impact from the licensed activities is minimised including upholding the core licensing principles.
3. Carry out a range of licensing inspections, investigations and other environmental health interventions, under the direction of the Specialist Lead (Licensing) and Team Leader (Commercial Team), where they are relevant to Licensing, Food Safety, Health and Safety, Private Water Supplies and Public Health.
4. To advise on applications and carry out inspections, interventions and investigations of businesses and premises, to identify breaches of licensing and health and safety legislation. This will cover a range of proactive and reactive work including on-site visits to premises, events and locations across the district.
5. Take appropriate enforcement action following inspections and investigations that may include the preparation of reports, correspondence, notices, and undertaking revisits to ensure compliance.
6. Investigate and develop initiatives that will enhance service delivery and public protection and to ensure that the duties and policies of the Council, as discharged through the service area, are met and service improved.
7. Advise all parties on the Council's statutory licensing duty covering all of the areas for which the Council is the licensing authority including alcohol, entertainment, late night refreshment, taxis and private hire vehicles / drivers, animals (for example pet shops, riding establishments, boarding kennels/home boarding, dangerous wild animals and catteries), gambling and charities i.e. street collections.

8. Provide licensing advice across all relevant licensing regimes and applications within the scope of the Council's chargeable discretionary pre-application advice service.
5. Interview prospective drivers against the 'fit and proper' criteria for suitability to hold a licence and inspect licensed premises / businesses and activities to ensure compliance.
6. Examine vehicles requiring taxi/private hire plating to ensure that they comply with conditions laid down by the Council.
7. Conduct visits to alleged unlicensed operations / activities gathering evidence and taking statements, under caution if required, into the alleged unauthorised activities. This will involve making visits to premises and other places outside normal office hours. It is part of the duties of this post to carry out occasional late night and sometimes weekend visits as part of normal duties.
8. Gather evidence for enforcement action where necessary including the preparation statements, proofs of evidence, reports and other such information in relation to Committee and Court proceedings and to attend and present evidence as may be required.
9. To ensure that work is carried out in an efficient and effective manner which meets the requirements of national standards, guidelines and strategies. All work to be carried out in accordance with the service standards and quality criteria set by the service.
10. To maintain professional competence and provide support and guidance within the Public Health and Regulatory Service across the Council.
10. The scrutiny of applications and plans submitted under Planning and Licensing to ensure compliance with Regulations enforced by the service.
11. Operate within the licensing team framework using Lalpac (or equivalent) and the department filing/admin systems including digital document management systems. Assist with the day to day oversight of the licensing department in the absence of the Specialist Lead (Licensing). To maintain written records, premises data and other information relating to the work of the team.
12. To attend appropriate meetings of Council Committees, working parties, project groups or other similar groups relevant to the duties of the post.
13. Implement action plans to reduce the negative impact, perceived or otherwise, of activities licensed under statutory duty upon persons or businesses within the district.
14. Liaise with local businesses, members of the public and the community as appropriate.
15. Work outside the normal hours of work as and when required for the proper execution of the Council's duties. Assist with out-of-hours duties and if the Council has to deal with the results of a civil emergency.

OTHER DUTIES:

In order to deliver services effectively, a degree of flexibility is needed and the postholder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

HEALTH AND SAFETY:

The Council has a health and safety policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

RISK MANAGEMENT:

All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to their Head of Service or Senior Manager.

DATA PROTECTION:

It is the responsibility of the Postholder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

SINGLE EQUALITY SCHEME:

The Council has a Single Equality Scheme which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the scheme.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

Date: November 2018

MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

The above competencies should be read in conjunction with the listed policies below. Managerial roles should pay special attention to the expectations of managers as set out within the staff charter.

The Code of Conduct, The Dignity at Work Policy, The Nolan Principles and The Staff Charter

PERSON SPECIFICATION

Specialist Officer (Licensing)

	ESSENTIAL	DESIRABLE
Qualifications and Experience:	<ul style="list-style-type: none"> • At least two-years experience of working in licensing or a related field • Certificate in Licensing Law or full membership of the Institute of Licensing or Professional Licensing Practitioners Qualification • Practical experience of PACE and criminal law enforcement • Experience of partnership working with external agencies/responsible authorities • Professional Programme in Inspecting Licensable Activities Involving Animals (Level 3 equivalent) 	<ul style="list-style-type: none"> • Local authority licensing experience in a rural/market town environment including enforcement • Other Local Authority or private sector experience relevant to the role • Experience conducting taxi vehicle checks • Experience in attending formal committees/sub-committees and hearings in a Licensing or related capacity • Health and Safety Qualification such as NEBOSH Certificate
Knowledge and Expertise:	<ul style="list-style-type: none"> • Preparation of case and prosecution files and formal reports • Knowledge of licensing legislation • Knowledge of data protection legislation • IT literacy 	<ul style="list-style-type: none"> • Microsoft Excel • Lalpac (IDOX) or equivalent software • Knowledge of the roles of all responsible authorities under the Licensing Act 2003 • Understanding of the requirements of the Immigration Act and compliance requirement within licensing regimes
Skills:	<ul style="list-style-type: none"> • Investigative skills • Literate and report writing skills • Accurate • Decisive • Strong communication skills • Strong negotiation and diplomacy skills • Data management 	
Personal Attributes:	<ul style="list-style-type: none"> • Capable of working on own initiative and as part of a team • Ability to deal with a wide range of stakeholders including the public, members, external organisations and licence-holders • Ability to manage conflict and challenging situations 	
Special Requirements:	<ul style="list-style-type: none"> • Full driving licence or access to vehicle during core hours and occasionally for out-of-hours/weekend working 	

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