

**LEGAL AND COMMUNITY DIRECTORATE
JOB DESCRIPTION**

Date issued: May 2023

Job Title:	Licensing Officer / Senior Licensing Officer
Service/Unit Area:	Licensing Service
Grade:	Career graded Level 3: Grade 7 Level 4: Grade 8 – Senior
Hours:	37 hours per week
Responsible to:	Licensing and Community Safety Manager
Responsible for:	No direct reports
Contacts:	Other officers of the Council Responsible Authorities (internal and external) Elected Members Hertfordshire County Council, Hertfordshire Constabulary, Hertfordshire Fire and Rescue Service Licence applicants, licence holders, and consultants to applicants and licence holders Business organisations and trade representatives The Courts Residents and service users

Job Summary:

To be responsible for the day-to-day operation of the Council's licensing systems and processes. To ensure competent, timely and efficient administration and enforcement of the licensing functions prescribed in the Constitution in respect of alcohol and entertainment licensing, hackney carriage and private hire licensing, gambling, street trading and other local licensing functions as allocated including HMOs, caravan sites, and skin piercing.

To play a leading role in the day-to-day operational delivery and enforcement of the Authority's licensing duties in respect of liquor and entertainment licensing, taxi licensing, Gambling Act licensing and other licensing regimes. To contribute to the development and review of licensing policy.

At Level 4, to lead on specific licensing projects, including policy development, and to deputise for the Licensing and Community Safety Manager in their absence, including responsibility for the management of the licensing service in accordance with agreed procedures.

Key Responsibilities

1 Principal Responsibilities

Level 1

- 1.1 To undertake administrative duties in respect of a range of local authority licensing provisions including the issue of licences and enforcing the provisions contained therein.
- 1.2 To provide basic advice and information on licensing law and associated Council licensing policies.
- 1.3 With regard to licence applications, where there has been no formal representation and the licence is issued under delegated powers, to assist with the issue of the licence and formulation of appropriate conditions.
- 1.4 To conduct regular inspections of low-risk premises and vehicles in relation to all licences including those relating to hackney carriages, private hire vehicles, gambling establishments, alcohol and/or entertainment licensed premises and sex shops.
- 1.5 To attend court and give evidence as required, in connection with licensing enforcement.
- 1.6 To use appropriate bespoke computer software to produce accurate licences and sets of licence conditions, on time and for all licensing legislation in the field of licensing responsibility
- 1.7 To create and maintain authentic, timely and reliable records in relation to your duties. To take due care and attention when gathering, recording and manipulating data and to have regard to guidance issued by the Council in connection with data management.
- 1.8 To use appropriate software to produce letters, mail shots, reports, charts and maps. Creatively produce leaflets, presentations, and other documents as required.
- 1.9 To manage all public registers of statutory licensing information, including making/writing regular updates to the Council's website.

Level 2 (in addition to Level 1)

- 1.10 To undertake all duties in respect of a range of local authority licensing provisions including the issue of licences and enforcing the provisions contained therein.
- 1.11 To provide necessary and appropriate specialist and detailed advice and information on licensing law and associated Council licensing policies, including chargeable advice.
- 1.12 With regard to licensing applications, where formal representations are received by the Licensing and Community Safety Manager on behalf of the Council, or where an external representation is received by the Council, to assist with making arrangements for a meeting of the relevant committee to be convened and to prepare or assist in preparing, an appropriate report.

- 1.13 To attend licensing sub-committee meetings and present reports on applications for consideration by the committee
- 1.14 To conduct regular inspections of all categories of premises and vehicles in relation to all licences including those relating to hackney carriages, private hire vehicles, gambling establishments, alcohol and/or entertainment licensed premises and sex shops.
- 1.15 In relation to the large concerts at Knebworth and other venues, to assist in the effective planning of the event including liaison with the Safety Advisory Group. In particular to assist with effective liaison between the licensee, the Promoter, the Police, other emergency services and all other agencies involved in the planning of the event. To assist in formulating the conditions to be attached to the licence following consultation with all statutory agencies
- 1.16 To work outside normal working hours as deemed necessary in respect of enforcement for cases under investigation and other where other duties dictate.

Level 3 (in addition to Levels 1 and 2)

- 1.17 To play a leading role in the delivery of the Council's licensing service, including duties relating to receipt and processing of licence applications and the efficient issuing of approved licences; to take a lead on more complex and/or contentious cases and to facilitate/co-ordinate the agreement of arrangements relating to such cases.
- 1.18 To maintain an awareness of legislative developments and new guidance on different licensing regimes and to provide specialist advice to applicants, licence holders, residents, and other stakeholders about licencing law, the Council's licensing policies and related technical matters.
- 1.19 To undertake inspections and visits, in particular relating to larger premises or premises with complex issues, to ensure compliance with licence requirements and conditions.
- 1.20 Where necessary, to gather evidence to initiate and pursue appropriate enforcement action, and to attend court to give evidence in support of legal proceedings or appeals.
- 1.21 To lead on effective planning for and to oversee the general safety of large scale licensed open air events, particularly with regard to ensuring the compliance with public safety related conditions and to lead in effective liaison between management and regulatory agencies during events.
- 1.22 To support the Licensing and Community Safety Manager in the development and updating of the Council's policies relating to all aspects of licensing. To review operational procedures to ensure the rapid and efficient determination of applications in line with statutory timescales, statutory guidance and corporate objectives.
- 1.23 To make arrangements for Licensing and Regulation Committee/Licensing Sub-Committee meetings when required, including the preparation of reports for

consideration by the committee. To present reports on complex and/or contentious applications to the Licensing and Regulation Committee/Licensing Sub-Committee

Level 4 (in addition to Levels 1, 2 and 3)

- 1.24 To give provide specialist guidance and advice on licensing law to Licensing Service colleagues, other Council officers and Elected Members as required.
- 1.25 To exercise delegated authority in the Council's decision making process to determine appropriate licensing cases as required in accordance with the legal and policy framework.
- 1.26 To be responsible for the development and implementation of service-wide requirements, for example but not limited to an annual proactive inspection programme to ensure a high level of compliance with licensable activities or the introduction of new legislative requirements
- 1.27 To grant uncontested applications that are compliant with Policy in the absence of the Licensing and Community Safety Manager
- 1.28 To lead on all aspects high profile/contentious cases, including enforcement activity.
- 1.29 To act as a disclosure officer under the Criminal Procedures and Investigations Act in connection with licensing enforcement.

2 Staff Management

- 2.1 None

3 Service Management

- 3.1 To review and develop the services for which the post holder is responsible and manage to change, to achieve continuous improvement; to maintain agreed performance targets and to meet the requirements of value for money and the relevant performance management and inspection regimes.
- 3.2 To ensure the service meets the Council's Customer First Standards.
- 3.3 To actively promote the service in order to raise the profile of the Council and demonstrate its value to residents and customers.

4 Financial Responsibilities

- 4.1 To adhere to Financial Regulations and Contract Procurement Rules.

5 Other Responsibilities

- 5.1 To attend meetings of the Council or Committees, including the Licensing and Regulation Committee/Licensing Sub-Committee, as required.
- 5.2 To ensure that all dealings with staff and the public are conducted within the Council's Equal Opportunities framework.

- 5.3 To comply with all relevant legislation to ensure effectiveness in the role.
- 5.4 To have regard for the duty of care of information (with particular reference to the Data Protection Act and Freedom of Information Act) gained during the course of employment that relates to other employees, the public, contractors, Elected Members etc.
- 5.5 To create and maintain authentic, timely and reliable records in relation to your duties. To take due care and attention when gathering, recording and manipulating data and to have regard to guidance issued by the Council in connection with data management.
- 5.6 The job holder has a personal responsibility, whilst at work, to preserve and enhance health and safety. They must familiarise themselves with the health and safety aspects of their work and avoid contact which would put at risk the health and safety of themselves and other people including visitors, contractors and members of the public.
- 5.7 The postholder must therefore be aware that in accepting this post, they are required to confirm that they will conform with these political restrictions and that they will be included as conditions of their formal contract of employment with the authority.
- 5.8 To be aware of and work in accordance with the councils safeguarding policies and procedures in order to safeguard and promote the welfare of children and adults at risk, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- 5.9 To undertake other duties which may arise or as may be delegated from time to time, commensurate with the skills required for this post.

6 Political Restriction

- 6.1 This post is subject to political restriction as the post holder is likely to give advice on a regular basis to the authority itself, to a committee or sub committee of the authority, to a joint committee on which the authority is represented, the executive of the authority, to any committee of that executive, and to any member of that executive who is a member of the authority.

Signed..... Manager Date.....

Signed..... Employee Date.....

Name..... Employee