

**North Hertfordshire Council**

**Planning Housing and Enterprise Directorate  
Licensing Officer / Senior Licensing Officer**

**Person Specification**

Date issued: May 2023 **Please note: Recruiting to Levels 3 and 4 only**

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
<b>Job Related Skills and Knowledge:</b>	<b>Experience;</b>  <b>Level 1</b> Knowledge and understanding of the principles of local government administration, systems and procedures	<b>Experience;</b>  Experience of the local authority licensing function, particularly in regard to the Licensing Act 2003, Gambling Act 2005 and hackney carriage and private hire licensing.	<b>Experience;</b>  Application Form/Interview

**Level 2 (in addition to Level 1)**

At least one year's experience of working in a regulatory licensing/enforcement or similar field

Knowledge of basic legislation and policy documents relating to the licensing function

A basic knowledge of court procedures and the Police and Criminal Evidence Act.

Experience of undertaking formal enforcement action.

Application form/Interview/Test

Application form/Interview

Application form/Interview

**Level 3 (in addition to Levels 1 & 2)**

At least one year's experience of working in a local authority licensing role.

Experience of interpreting, implementing and enforcing legislation, particularly that relating to licensing functions of a local authority.

Experience of undertaking a wide range of inspections of different premises and vehicles under different licensing regimes.

Knowledge of requirements for instigating formal enforcement activity relating to licensing including knowledge of procedures and duties

Application form/Interview

Application form/Interview

Application form/Interview

Application form/Interview

under the Police and Criminal Evidence Act (PACE) and Regulation of Investigatory Powers Act (RIPA).

Experience of attending formal Member licensing committees and forums, and the ability to prepare and present reports on a variety of matters.

Good IT skills including use of MS products (in particular Outlook, Word and Excel).

**Level 4 (in addition to Levels 1 - 3)**

At least two years' experience of working in a local authority licensing role.

Sufficient experience to be able to determine the adequacy of all types of licensing application from pre-deposit, fee assessment, through to decision and subsequent compliance management.

Significant experience of attendance at committee hearings as case officer, including case preparation, presenting the case and an understanding of the role of provision of independent advice to the Elected Members of the Licensing and Appeals Committee.

Application form/Interview

Application form/Interview

Knowledge of premises closure powers using section 19 of the Criminal Justice and Police Act 2001

Application form/Interview

Experience of planning and managing licensing functions relating to large-scale open air concerts

Application form/Interview

Application form/Interview

Experience of undertaking formal enforcement activity in the licensing field, including preparation of formal reports on such matters.

Experience of conducting effective interviews to establish facts and information required for the purpose of legal proceedings.

**Education/Qualifications;**

**Level 1**

GCSE or equivalent passes at Grade C or above in English Language and Mathematics.

Willingness to undertake Professional Licensing Officers Qualification within 1 year of appointment

**Level 2 (in addition to Level 1)**

Professional Licensing Officers Qualification or equivalent qualification/experience and membership of Institute of Licensing

**Level 3 (in addition to Levels 1 & 2)**

Institute of Licensing Professional Practitioner Qualification or equivalent

**Education/Qualifications;**

Application form/Interview

Application form/Interview

**Education/Qualifications;**

Application form/Interview/Documentation

Interview

Application form/interview

Application form/Interview

	<p><b>Level 4 (in addition to Levels 1-3)</b></p> <p>Relevant licensing or legal qualification at level 3 or above of the Regulated Qualifications Framework, or equivalent</p> <p><b>Other Job Related Skills &amp; Knowledge.</b></p> <p><b>All levels</b></p> <p>Confidence in using Information Technology including basic experience of Microsoft Office applications including Word, PowerPoint and Excel.</p>	<p><b>Other Job Related Skills &amp; Knowledge.</b></p> <p>Working knowledge of databases.</p>	<p>Application form/Interview</p> <p><b>Other Job Related Skills &amp; Knowledge.</b></p> <p>Application form/Interview</p>
<p><b>Planning &amp; Organising Skills:</b></p>	<p><b>Level 1</b></p> <p>Experience of prioritising, planning and managing own time effectively and meeting demanding deadlines.</p> <p>Experience of working accurately with attention to detail</p> <p><b>Level 2 (in addition to Level 1)</b></p> <p>Experience of prioritising own workload and planning time effectively with minimum supervision to meet service and legal deadlines</p>		<p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p>

	<p><b>Level 3 (in addition to Levels 1 &amp; 2)</b></p> <p>Experience of contributing effectively to team working.</p> <p>Experience of unsupervised personal workload prioritisation and planning to meet service and legal deadlines</p> <p><b>Level 4 (in addition to Levels 1-3)</b></p> <p>Ability to undertake workload planning and prioritisation at a team level</p>		<p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p>
<p><b>Communication Skills:</b></p>	<p><b>Level 1</b></p> <p>Good written communication skills</p> <p>Experience of communicating orally and in writing to small audiences</p> <p>Ability to communicate and act assertively without aggression</p> <p><b>Level 2 (in addition to Level 1)</b></p> <p>Information handling and report writing skills</p> <p>Be able to give presentations to a range of audiences</p>	<p>Ability to read scale drawings.</p>	<p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p>



	<p><b>Level 3 (in addition to Levels 1 &amp; 2)</b></p> <p>Ability to negotiate and liaise within and outside of the organisation</p> <p>Ability to evaluate situations quickly, foresee problems and resolve potential conflict situations.</p> <p><b>Level 4 (in addition to Levels 1-3)</b></p> <p>Experience of negotiating and liaising within and outside the organisation at all levels.</p> <p>Experience of evaluating situations quickly, foreseeing problems and resolution of potential conflict situations.</p>		<p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p>
<p><b>Other Requirements:</b></p>	<p><b>All levels</b></p> <p>Confident in conversing in fluent English which is sufficient to fulfil all spoken aspects of the role</p> <p><b>Level 2</b></p> <p>Willingness to attend site visits during normal working hours as requested</p>		<p>Application form/Interview</p> <p>Application form/Interview</p>



	<p><b>Levels 3 &amp; 4 (in addition to Level 2)</b></p> <p>Current valid driving licence and access to motor vehicle for Council work purposes.</p> <p>Willingness and ability to attend site visits in the evenings and weekends as requested.</p>		<p>Application form/Licence/Interview</p> <p>Application form/Interview</p>
<p><b>A test will form part of the interview process; applicants will be advised of the precise nature of the test in advance of the interview</b></p>			