

JOB PROFILE

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| Job Title: | Assistant licensing officer / licensing officer / senior licensing officer |
| Service Area: | Licensing and Community Safety |
| Grade: | Career-graded Level 1 Grade 5 Assistant officer Level 2 Grade 6 Level 3 Grade 7 Level 4 Grade 8 Senior officer |
| Reporting Manager: | Licensing Team Leader |
| Direct reports: | None |

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.

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 lead on specific licensing projects, including policy development, and to deputise for the Licensing Team Leader in their absence (including responsibility for the management of the licensing service in accordance with agreed procedures).

Key responsibilities:

Level 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.

To provide basic advice and information on licensing law and associated Council licensing policies.

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.

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.

To attend court and give evidence as required, in connection with licensing enforcement.

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.

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.

To use appropriate software to produce letters, mail shots, reports, charts, and maps. Creatively produce leaflets, presentations, and other documents as required.

To assist with maintaining all public registers of statutory licensing information, including making/writing regular updates to the Council's website.

Level 2 (in addition to Level 1)

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.

To provide necessary and appropriate specialist and detailed advice and information on licensing law and associated Council licensing policies, including chargeable advice.

With regard to licensing applications, where formal representations are received by the Licensing 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.

To attend licensing committee meetings and present reports on applications for consideration by the committee.

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.

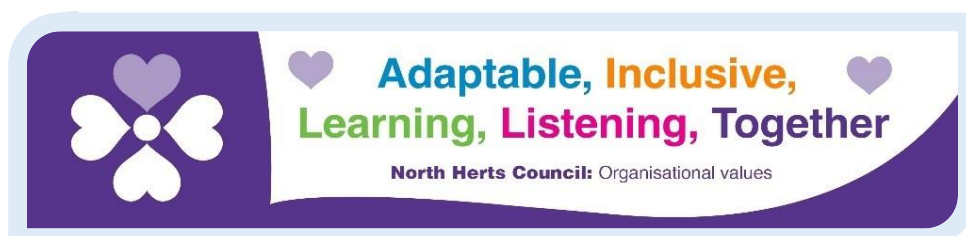
In relation to the large concerts at Knebworth and other venues, to assist in the effective planning of the event including liaison with the Safety Advisory Group. In particular to assist with effective liaison between the licensee, the Promoter, the Police, other emergency services and all other agencies 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

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)

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.

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 licensing law, the Council's licensing policies and related technical matters.



To undertake inspections and visits, in particular relating to larger premises or premises with complex issues, to ensure compliance with licence requirements and conditions.

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.

To lead on effective planning for and to oversee the general safety of large scale licensed open-air events (with the exception of Knebworth Park), 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.

To support the Licensing Team Leader 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.

To make arrangements for Licensing and Regulation Committee/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/Sub-Committee

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

To give provide specialist guidance and advice on licensing law to Licensing Service colleagues, other Council officers and Elected Members as required.

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.

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.

To grant uncontested applications that are compliant with Policy in the absence of the Licensing Team Leader.

To lead on all aspects high profile/contentious cases, including enforcement activity.

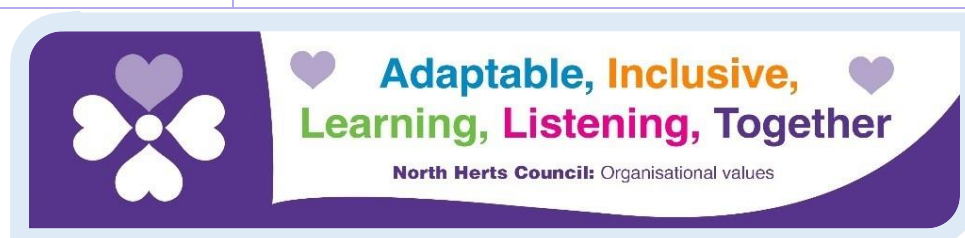
To act as a disclosure officer under the Criminal Procedures and Investigations Act in connection with licensing enforcement.

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.

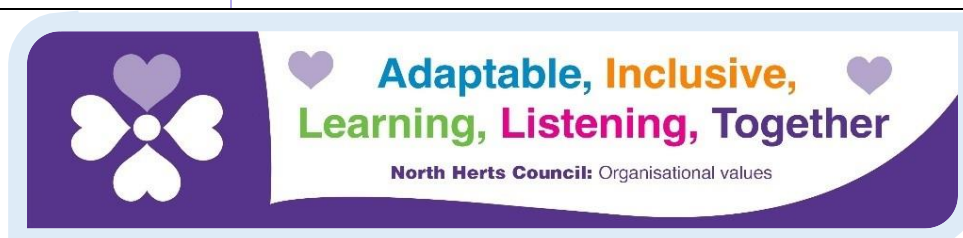
Please follow this link to read your general responsibilities:

[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](#)

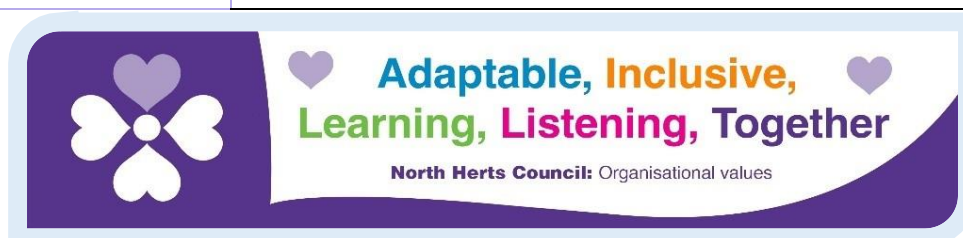
| Key Requirements: | | Essential desirable |
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| Qualifications: | Level 1 | |
| | GCSE or equivalent passes at Grade C or above in English Language and Mathematics. | E |
| | Willingness to undertake Professional Licensing Officers Qualification within 1 year of appointment. | E |



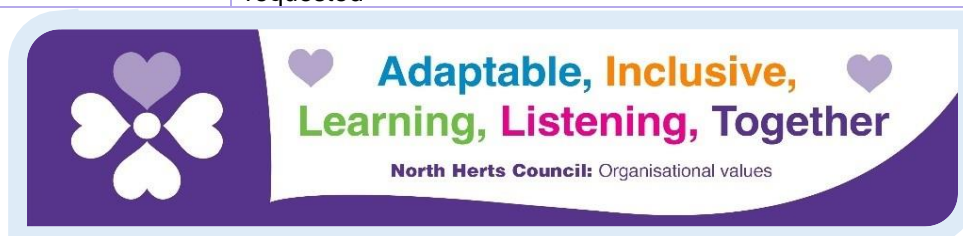
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| | <p>Level 2 (in addition to Level 1)</p> <p>Professional Licensing Officers Qualification or equivalent qualification/experience and membership of Institute of Licensing</p> <p>Level 3 (in addition to Levels 1 and 2)</p> <p>Institute of Licensing Professional Practitioner Qualification or equivalent</p> <p>Level 4 (in addition to Levels 1 - 3)</p> <p>Relevant licensing or legal qualification at level 3 or above of the Regulated Qualifications Framework, or equivalent</p> | <p>E</p> <p>E</p> <p>E</p> |
| <p>Job related experience & knowledge:</p> | <p>Level 1</p> <p>Knowledge and understanding of the principles of local government administration, systems, and procedures.</p> <p>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.</p> <p>Level 2 (in addition to Level 1)</p> <p>At least one year's experience of working in a regulatory licensing/enforcement or similar field.</p> <p>Knowledge of basic legislation and policy documents relating to the licensing function</p> <p>A basic knowledge of court procedures and the Police and Criminal Evidence Act.</p> <p>Experience of undertaking formal enforcement action.</p> <p>Level 3 (in addition to Levels 1 and 2)</p> <p>At least one year's experience of working in a local authority licensing role.</p> <p>Experience of interpreting, implementing and enforcing legislation, particularly that relating to licensing functions of a local authority.</p> <p>Experience of undertaking a wide range of inspections of different premises and vehicles under different licensing regimes.</p> <p>Knowledge of requirements for instigating formal enforcement activity relating to licensing including knowledge of procedures and duties under the Police and Criminal Evidence Act (PACE) and Regulation of Investigatory Powers Act (RIPA).</p> <p>Experience of attending formal Member licensing committees and forums, and the ability to prepare and present reports on a variety of matters.</p> | <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> |



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| | <p>Good IT skills including use of MS products (in particular Outlook, Word and Excel).</p> <p>Level 4 (in addition to Levels 1 - 3)</p> <p>At least two years' experience of working in a local authority licensing role.</p> <p>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.</p> <p>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.</p> <p>Experience of undertaking formal enforcement activity in the licensing field, including preparation of formal reports on such matters.</p> <p>Experience of conducting effective interviews to establish facts and information required for the purpose of legal proceedings.</p> <p>Knowledge of premises closure powers using section 19 of the Criminal Justice and Police Act 2001</p> <p>Experience of planning and managing licensing functions relating to large-scale open-air concerts</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> |
| <p>Skills & attributes required for the role:</p> | <p>Level 1</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>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>Ability to work on own with minimum supervision using own initiative.</p> <p>Ability to read scale drawings.</p> <p>Level 2 (in addition to Level 1)</p> <p>Experience of prioritising own workload and planning time effectively with minimum supervision to meet service and legal deadlines</p> <p>Information handling and report writing skills</p> <p>Be able to give presentations to a range of audiences</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> |



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| | <p>Experience of dealing with conflict situations in a constructive and assertive manner</p> <p>Experience of interpreting and implementing policy documents and legislation</p> <p>Level 3 (in addition to Levels 1 and 2)</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>Excellent written communication skills including experience of report writing.</p> <p>Good oral communication skills including experience of giving presentations to a wide range of audiences</p> <p>Excellent conflict management skills.</p> <p>Ability to communicate and act assertively without aggression.</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>Level 4 (in addition to Levels 1 - 3)</p> <p>Ability to undertake workload planning and prioritisation at a team level</p> <p>Significant experience of influencing/negotiating with parties in licensing cases to achieve positive outcomes</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>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> |
| Other: | <p>All levels</p> <p>Confidence in using Information Technology including basic experience of Microsoft Office applications including Word, PowerPoint and Excel.</p> <p>Confident in conversing in fluent English which is sufficient to fulfil all spoken aspects of the role</p> <p>Working knowledge of databases.</p> <p>Level 2</p> <p>Willingness to attend site visits during normal working hours as requested</p> | <p>E</p> <p>E</p> <p>D</p> <p>E</p> |



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| | <p>Levels 3 and 4 (in addition to Level 2)</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>E</p> <p>E</p> |
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Signed.....

Date.....

