

## ROLE PROFILE

<b>ROLE TITLE:</b>	Licensing Officer
	Permanent
<b>POST ID:</b>	tbc
<b>GRADE:</b>	Band G, (scale points 29 – 33)
<b>HOURS:</b>	37 Per Week, (post open to Job Share)
<b>LOCATION:</b>	Melville Centre, Abergavenny or Chepstow library. This may change in the future if the service relocates. Relocation or disturbance expenses will not be paid in these circumstances.

**RESPONSIBLE TO:** Principal Licensing Officer

### **WELSH LANGUAGE ASSESSMENT:**

Welsh language skills are not necessary.

### **Licensing Section.....Who are we?**

#### **Our Purpose:-**

To undertake the administration and enforcement of a range of Licensing functions dealt with by the County Council under both local and national legislation.

#### **The Purpose of this Role:-**

The purpose of this role is to ensure that licences are processed accurately. That the enforcement and appropriate guidance is given on licences to ensure compliance of legislation, public safety, prevention of crime and disorder, prevention of public nuisance, protecting vulnerable adults and children.

#### **Expectation and Outcomes of this Role:-**

You will be expected process a range of licence applications dealt with by the Licensing Section accurately and quickly and, in particular, within the timeframe of those licences that have legal time restraints. You will be expected to enforce the legislation of licences dealt with by the Licensing Section, update policies, provide reports and attend Committees and Court. As such, there is a requirement to work outside normal office hours, should the circumstances dictate, to provide the appropriate level of service. You will be guided by your Service Improvement Plan and your outcomes and outputs will link into this plan.

## **Your responsibilities are to:-**

- Provide licensing advice to members of the public, licence applicants, elected members, statutory authorities and outside bodies on licensing policies, procedures and legislation.
- Possess, develop and maintain specialist knowledge of licensing matters and to undertake promotion work, including lectures and talks on subject matters related to the post.
- Be responsible for a geographical area of Monmouthshire County, conducting inspections, including joint inspections, of licensed premises, to ensure conditions are met to safeguard public health, safety and amenity. Reporting promptly, verbally and in writing, on the outcome of visits to ensure that appropriate enforcement action is taken for any breaches of Licensing conditions. Although responsible for a specific area, the nature of the work will necessitate County wide working, when needs dictate.
- Carry out investigations into complaints regarding alleged offences and breaches of conditions relating to licensed premises or events, and allegations of licensable activities taking place in unlicensed premises.
- Carry out enforcement duties in accordance with current policies. Conduct interviews with licence holders/unlicensed persons and take statements from witnesses when required, in accordance with the Police and Criminal Evidence Act, other relevant legislation and current policies. To compile reports on legal action where recommended. To attend Court to give evidence on behalf of the Council when required.
- Be responsible for the receipt and processing of licensing applications dealt within the Licensing Section, which includes the Licensing Act 2003 functions and Taxi Licensing.
- Produce Committee/Cabinet/Council reports and prepare documentary evidence pertinent to the Licensing & Regulatory Committee/Sub-Committee/Cabinet/Council. To attend and participate in these meetings as and when required, and ensure the implementation of Members decisions.
- Maintain a working knowledge of the service software system, input information and produce management information reports, as required by the Principal Licensing Officer.
- Provide cover for the Principal Licensing Officer in his/her absence.
- Assist the Principal Licensing Officer in the continual review of existing operations, policies and procedures, identifying deficiencies and improvements, developing new procedures and assisting in the production and maintenance of those policies and procedures in keeping with best practice and changes in legislation.

- Actively support and implement the principles and practice of equality or opportunity as laid down in the Council's Equal Opportunities Policy.
- Carry out such functions as may be required from time to time to ensure the efficient performance of the service. Any such changes in function to be subject to consultation with the post holder and reasonable regard to the post holder's current duties, grade, designation, qualifications and experience.
- Be responsible for and maintain full awareness of the health and safety requirements of the service. To be responsible for own safety and not endangering that of colleagues and others within the workforce, or the public generally, when undertaking official duties.
- Operate in a safe and diligent manner at all times, in line with existing Health, Safety and Welfare policies and guidelines.

#### Additional Information

- There is a requirement to work outside normal office hours, should the circumstances dictate, to provide the appropriate level of service.
- A Full Driving Licence is required.

#### **Here's what we can provide you with:-**

- The necessary management and team support; additional training where deemed appropriate; the use of a pool car in order to achieve these outcomes.

#### **What else you need to know.....Monmouthshire Values are:**

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

This role will be undertaken in line with our values.

#### **In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The Authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

## Person Specification

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

- Possession of 4 GCSEs Grade A-C including English and Mathematics (or equivalent) OR a qualification for an enforcement profession, legal qualification e.g. Certificate of Higher Education in Licensing Law.
- Experience of licensing or a similar related field.
- Effective communication and investigative skills, both written and verbal.
- Effective decision making concerning methods of working and approach, taking legal action, etc.
- Working with external agencies, other departments and range of individuals.
- Evidence of a working knowledge, practical and efficient experience of I.T. applications, e.g. Word for Windows, Internet, E.mail.
- Effective and efficient
  - a) Interpersonal skills
  - b) Organisational skills
  - c) Presentation skills
  - d) Working within prescribed timescales with little supervision
  - e) Preparation of prosecution files
  - f) Inspection of premises and enforcement of legislation
  - g) Team working skills
- Ability to provide a high quality service as well as being able to challenge the method of service delivery, with the aim of continuous improvement.
- As per the job description suitability is assessed by an Enhanced Criminal Records Bureau check.
- Flexibility to work outside normal office hours, should circumstances dictate, to provide the appropriate level of service.
- To actively support and implement the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.
- A willingness to operate in a safe and diligent manner at all times, in line with all Health, Safety and Welfare policies and guidelines in place.
- A Full Driving Licence is required for this post