

**Job Description**

**Job Title:** Senior Licensing Officer

**Pay Grade:** W4

**Directorate:** Place

**Team:** Environmental Health

**Reporting to:** Head of Environmental Health

**Budgetary Responsibilities:**

- Staff - £N/A
  - Other Direct - £N/A
  - Other Indirect – N/A
- Total £N/A**

**Job Purpose:**

To oversee and work as part of a team to effectively implement and monitor the Council's licensing functions, including the licensing of alcohol, late night refreshment, entertainment, gaming, and lotteries establishments, as well as taxi and private hire licensing functions.

**Main Tasks:**

1. To provide customers with a high quality customer focused service.
2. To carry out investigations and inspections in accordance with statutory requirements and national and local guidance and procedures.
3. To prepare reports, correspondence, notices, licenses and other documents.
4. To apply the Licensing Policy, enforcement policy and risk assessment principles in making appropriate enforcement decisions.
5. To take appropriate enforcement action under all relevant legislation including giving evidence in court and presenting matters to the Licensing Committee and Sub-Committee.
6. To work in conjunction with other statutory agencies e.g. Police, Fire Service, Vehicle Inspectorate, Driving Standard's Agency, Child Protection Service.

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7. To organise and participate in promotional activities relating to the work of the Licensing Team.
8. To provide general advice and support for all licensing matters, including Member enquiries, and dealing with the more complex aspects, as required.
9. To provide guidance and support to those staff you line manage, including performance review in the form of PDRs.
10. To process tasks using appropriate technology in the most efficient and consistent manner, inputting, maintaining and retrieving data from systems and generating and presenting statistical information and monitoring reports.
11. To keep up to date with legislation and guidance relevant to the operation of all licensing functions.

### **People Management:**

- To line manage Licensing Officer(s) within the team.

### **Service Management: N/A**

### **Financial Responsibility:**

- To assist the Head of Environmental Health monitor monthly and annual budgets relating to Licensing
- To assist the Head of Environmental Health review and set Licensing Fees and Charges

### **Other Responsibilities:**

- To carry out such other duties as may be reasonably required by the Head of Environmental Health from time to time, as commensurate with the skills required for this post.

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**Person Specification**

**Key:**

E = Essential, D = Desirable,

A = Application Form, I = Interview, P = Presentation T=Test

Please list as required.

<b>Criteria</b>	<b>Standard</b>	<b>E/D</b>	<b>Measure</b>
<b>Education &amp; training</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs including Maths and English or equivalent</li> </ul>	E	A
	<ul style="list-style-type: none"> <li>• Qualifications above GCSE level relevant to this job role and / or a licensing qualification</li> </ul>	D	A
	<ul style="list-style-type: none"> <li>• Awareness of licensing / public protection legislation</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>• Experience of licensing / public protection legislation</li> </ul>	D	A/I
	<ul style="list-style-type: none"> <li>• Trained in enforcement procedures.</li> </ul>	D	A/I
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Dealing with the public</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>• Understanding and applying legal requirements</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>• Investigation of offences and taking enforcement action in accordance with PACE and RIPA.</li> </ul>	D	A/I
	<ul style="list-style-type: none"> <li>• Local authority licensing work</li> </ul>	D	A/I
	<ul style="list-style-type: none"> <li>• Interagency working</li> </ul>	D	A/I
	<ul style="list-style-type: none"> <li>• Flexible, adaptable</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>• Excellent communication skills at all levels (oral and written)</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>• Computer literate</li> </ul>	E	A
	<ul style="list-style-type: none"> <li>• Use of Licensing IT systems</li> </ul>	D	A

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<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Working out of hours</li> <li>• Full driving licence</li> </ul>	E E	A/I A
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**Candidate Screening**

<b>Does Rehabilitation of Offenders Act 1974 apply?</b>	Yes
<b>Disclosure and Barring Service check required?</b>	Yes
<b>If yes, what level?</b>	Basic
<b>Is this a Politically Restricted Post?</b>	No
<b>Does this role have emergency responsibilities?</b>	No    Choose an item.

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**Role Map**

<b>Behaviour</b>	<b>Level Required (1-4)</b>
Shaping our Future	2
Leading our People	2
Delivering for our Customers	2
Making Change Happen	3
Team and Partnership Working	3
Communicating Openly	2
Performance Management	2

Please refer to the Council's Behavioural Framework for examples and indicators of the expected behaviour required at each level (this will be attached as a document to each job advert).