

Job Details

Job Title:	ASSISTANT LICENSING AND ENFORCEMENT OFFICER
Post Number:	POST000148
Directorate:	Environmental and Community Services
Section:	Licensing and Enforcement
Post Grade:	Tier: 5, Grade: D
Responsible to:	Licensing Manager
Responsible for:	N/A

Job Purpose

- Process licence applications so that a variety of local businesses, including taxi firms, can operate safely and lawfully.
 - Provide administrative support so that public enquiries, licence breaches, investigation and enforcement are actioned efficiently and effectively.
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Main Responsibilities

- Check that taxi and licence trade's applications are correctly completed and legally valid before being processed.
- Answer enquiries from the public and local traders ensuring that accurate information is given out.
- Organise events so that local businesses, officers and members can be made aware of their licensing responsibilities.
- Undertake routine checks of vehicles and premises to help assess whether a licence should be granted.
- Undertake routine checks of vehicles and premises to ensure the licence holders compliance with the licence conditions.
- Identify licence breaches so that investigative and enforcement action can be undertaken.
- Provide evidence at hearings to explain the reasons for licences having been withdrawn.

Decision making

- N/A

Financial Responsibilities

- Set up and process financial contracts for the collection of annual fee payments.

Key Contacts / Relationships

- Work with local businesses and taxi drivers.

STANDARD CLAUSES

Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equality and Diversity

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

Performance Management

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

Confidentiality

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

Customer Care

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

Environmental

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

Safeguarding Children and Vulnerable Adults

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

Other Duties

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Produced by: **Licensing Manager**

Date: **July 2025**

Version: **1.1**

Declaration

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

PERSON SPECIFICATION

Job Title: ASSITANT LICENSING AND ENFORCEMENT OFFICER

Post Number: POST000148

EXPERIENCE

Essential Criteria

- Experience of working in a regulatory team. A,I
- Experience of working as part of a team. A,I
- Experience of processing licensing applications or equivalent. A,I
- Experience in basic enforcement, preferably licensing enforcement. A,I

Desirable Criteria

- Experience of working with partner agencies to carry out effective enforcement. A,I
 - Structured practical training and regulatory inspection experience with an enforcing authority preferably dealing with licensing enforcement. A,I
 - Experience of preparing and presenting. A,I
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QUALIFICATIONS

Essential Criteria

- A good standard of general education with evidence of good literacy and numeracy skills. Maths and English GCSE 'C'/grade 4 or equivalent qualification. A,D

Desirable Criteria

- Trained in regulatory enforcement. D
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SKILLS & KNOWLEDGE

Essential Criteria

- Computer literate and able to work with information technology systems. A,I
 - Demonstrable written and verbal communication skills. A,I,T
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OTHER REQUIREMENTS

Desirable Criteria

- In possession of a current full driving licence. D
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ASSESSMENT KEY:

A Application | *I* Interview | *T* Test | *D* Documentation

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