



Person Specification			
<b>Post title</b>	Licensing Team Leader	<b>Grade</b>	Pay Band P

\* \* \* This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months.

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
<b>Skills, knowledge, experience</b>		
S1	Ability to supervise and motivate staff in an efficient and effective manner providing clear direction and leadership.	CV/SS,I
S2	Detailed knowledge of enforcement investigative techniques and sound professional judgement in undertaking complex investigations.	CV/SS,I
S3	Thorough knowledge and understanding of national and regional issues that impact on the regulatory functions for which the Licensing Service are responsible	CV/SS,I
S4	Ability to manage budgets including supporting the Consumer Protection Manager in budget preparation, financial monitoring and planning, income generation and bidding for external funding	CV/SS,I
S5	Ability to maintain accurate written and computerised records which comply with legal procedures and to use relevant software applications, analysing and interpreting complex data and disseminating this in various reporting formats.	CV/SS,I
S6	Knowledge of IT Systems in use in the Licensing Service, for example including IDOX(Uniform), Mendix and Power BI, and the ability to identify system improvements and devopments that will improve the service and customer experience.	CV/SS,I
S7	Ability to work independently, plan, prioritise and coordinate your workload to meet priorities and	CV/SS,I

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	targets, alongside achieving personal objectives on time and to the agreed standard whilst having consideration for the effect on others, competing priorities and/or deadlines.	
S8	Experience of customer care, direct customer contact with Licensing service users and engaging partners	CV/SS,I
S9	Valuing Diversity, Developing self and others - Listen, support and monitor the diverse contributions made to service development without, prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential requesting the right training and development to seek opportunities that add to skills and knowledge. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	CV/SS,I
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the "Knowsley Better Together" staff qualities; Integrity, Accountability, Communication and Respect	I
P2	Reliable, hardworking with a positive attitude to change, continuous improvement and delivering results.	CV/SS, I
P3	Commitment to follow procedures and respond to instructions from Senior Officers and Principal Programme and Project Officers.	CV/SS, I
<b>Communication</b>		
C1	Excellent communication and presentational skills with an ability to deal with all levels of stakeholders/people/agencies/professionals/businesses,	CV/SS, I
<b>Qualifications</b>		
Q1	A recognised Licensing Qualification; and/or A minimum of Five Years relevant experience in a senior Licensing role within a Local Authority.	CV/SS, C
<b>Health and Safety</b>		
HS1	Ability to use equipment as instructed and trained, with a commitment to inform and assist with addressing any health and safety issues.	CV/SS

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Knowsley Council

**CV/SS** = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview  
**P** = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours.
- Attitudes to use of authority and maintaining discipline

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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