

Job Description

POST TITLE	Principal Licensing & Compliance Officer	POST NO:	ST5004
SERVICE UNIT	Streetscene	GRADE:	12
JOB EVALUATION	A2163	JOB FAMILY	If applicable
RESPONSIBLE TO:	Environmental Health & Licensing Manager		
RESPONSIBLE FOR:	Licensing & Compliance Officer, Workplace Compliance Officer and Support Officer in Licensing Team		
LOCATION	Town Hall	STATUS	Line Manager
Job Purpose			
To manage a licensing team, covering a range of regulatory functions, relating to the Council's responsibilities for business support, education & enforcement duties in connection with the full range of Local Government licensing responsibilities, including alcohol, entertainment, gambling, lotteries, scrap metal, animal welfare, sex shops and taxi licensing.			

MAIN DUTIES AND RESPONSIBILITIES

1. Manage team members and resources to provide an efficient and effective service that meets required performance standards and adapts to legislative and technological change.
2. To ensure expertise, competence and skills are in place within the team to deliver the associated legislative and regulatory duties.
3. Initiate, implement and review licensing strategies/action plans and activities to achieve the objectives of public safety and compliance with the Council's licensing policies and procedures.
4. To work positively as a Team Leader to ensure that the Council's Organisational Development Strategy (ODS) is embedded and delivered within the team and to collaborate effectively with other managers within the Service Unit.
5. To manage the work of the Licensing Team to ensure the provision of high quality, performance driven, customer orientated services through the production, monitoring and review of team workplans and the delivery of Performance Development Reviews/ One-to-Ones/Job Chats.
6. To ensure that any advice provided to stakeholders and or enforcement action is carried out in accordance with statutory legislation and relevant policies and guidance.
7. Strong communication skills, to effectively provide and deliver guidance and reports to a wide range of stakeholders, including Councillors, colleagues, committees and local businesses.

8. To attend Council Committee and Sub-Committee meetings and to present reports and recommendations to Members.
9. To represent the Unit and the Council at various meetings including; residents groups, officer working groups and public meetings.
10. To work with legal services and to attend relevant hearings (including attendance at court) as required.
11. To work outside the normal working day, as required, to meet the needs of the Service Unit or the Council.
12. To comply with the Health and Safety responsibilities as laid down in the Council's Health and Safety policy statement.
13. To undertake additional training relevant to the duties of the post.
14. To undertake such other duties as may be required from time-to-time which are compatible with the skill, responsibility level and grading of the post.

Politically Restricted Posts

This is a Politically Restricted Post within the meaning of the Local Government and Housing Act 1989.

Health and Safety

Managers are required to provide a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

FOOTNOTE

This job description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

The duties involve working unsociable hours in the evenings and at weekends, usually involving Friday and Saturday evenings.

Equality Act 2010 If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

Prepared by:

Postholder:

Date: October 2025

Date of issue:

Person Specification

POST: Principal Licensing & Compliance Officer	GRADE: 12
Service Unit: Streetscene	POST NO: ST5004

SELECTION CRITERIA	Essential/ Desirable E/D	Means of Assessment: App. Form/Interview/ Test/Certificate A/I/T/C
QUALIFICATIONS		
1. Management qualification eg MBA, DMS etc.	D	A/C
2. Full membership of Institute of Licencing	D	A/C
3. Educated to degree level	D	A/C
EXPERIENCE		
4. Experience of staff and budget management	E	A/I
5. Experience of working within recognised quality frameworks to improve service delivery	D	A/I
6. Recent experience of dealing with a range of licensing and/or regulatory issues	E	A/I
7. Experience of enforcement	E	A/I
8. Experience of interpretation and enforcement of licensing or other similar legislation to develop team and service unit plans	E	A/I
9. Experience of attending and presenting evidence at court	E	A/I
10. Experience of attending and presenting reports to Council Committees and Sub-Committees or similar	D	A/I

SELECTION CRITERIA	Essential/ Desirable E/D	Means of Assessment: App. Form/Interview/ Test/Certificate A/I/T/C
11.Experience of co-ordinating and working positively with a diverse range of stakeholder to implement effective action plans and resolutions partners	D	A/I
KNOWLEDGE		
12.Knowledge of the current and proposed legislative frameworks, relating to licensing matters, within which the Council operates	E	A/I/T
SKILLS		
13.Ability to manage and motivate staff	E	A/I
14.Ability to formulate policies and procedures to assist in high quality service delivery	E	I
15.Ability to communicate clearly and effectively, both verbally and in writing	E	A/I
16.Ability to work to deadlines and manage conflicting demands on your time	E	A/I
17.Ability to resolve complex legal and technical problems	E	I
18.Ability to negotiate with a range of internal and external contacts	E	A/I
19.Ability to explain complex issues to a range of audiences	E	I
20.Ability to use computerised software to input and retrieve data	E	I
OTHER		
21. Understanding of and commitment to equal opportunities and customer care	E	I
22. Car owner with current driving licence – able to use car for work purposes	E	C

SELECTION CRITERIA	Essential/ Desirable E/D	Means of Assessment: App. Form/Interview/ Test/Certificate A/I/T/C
23. Enthusiasm and commitment to deliver high quality, customer orientated services	E	I
24. Ability to work outside the normal working day to meet the needs of the service	E	I

The Burnley Way

Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs. Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives.

Further details are contained in the Behaviour Framework

October 2025