

HARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION

POST: Licensing and Compliance Officer
TEAM: Licensing
GRADE: Grade 6
POST NO.: ES7
SERVICE AREA: Regulatory Services
RESPONSIBLE TO: Senior Licensing Officer

VARIATIONS TO STANDARD CONDITIONS OF SERVICE

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employee's job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
2. Required to attend evening meetings of the Council and to undertake out of office hours compliance inspections
3. Essential car user allowance

DATE ISSUED: Jan 2024

JOB PURPOSE:

1. To check, validate and process applications for licences made under the Licensing Act 2003, Local Government Miscellaneous Provisions Act 1976, Gambling Act 2005, Animal Welfare Act 2006 and The Animal Welfare (Licensing of Activities Involving Animals) (Wales) Regulations 2021 and as required all other forms of licences and registrations issued by the Council. This post supports the end-to-end process within the Council's statutory framework for licensing.
2. To create & carry out a programme of enforcement & compliance monitoring across all licensed premises and activities. Working in partnership with key agencies to deliver this programme including education & enforcement, in line with the Council's policies and procedures.
3. To regulate the Council's licensing regime through investigation and enforcement.
4. To respond to complaints about licensed and unlicensed premises, gathering evidence in line with RIPA & pace, to support enforcement action, the serving of legal notices and prosecution.
5. To calculate and invoice licensed premises to ensure full cost recovery and ensure compliance with legislative requirements.

6. To support the work of the wider Licensing Service, as required

PRINCIPAL RESPONSIBILITIES:

1. To carry out and process applications for licences made under the Licensing Act 2003, Local Government Miscellaneous Provisions Act 1976, Gambling Act 2005 and as required all other forms of licences and registrations issued by the Council.
2. To carry out a programme of inspections and interventions to monitor compliance with licence conditions and legislation in line with the Licensing Act 2003, Local Government Miscellaneous Provisions Act 1976, Gambling Act 2005.
3. To deliver effective administration and enforcement for appropriate licensing functions such as animal licensing, hackney carriage drivers, private hire drivers and licensed premises as defined under the Licensing Act 2003.
4. To investigate a range of complaints about licence holders and licenced premises and to take appropriate action in accordance with the Council's Enforcement Policy.
5. Enforcement of licensing conditions, keeping complainants up to date with the progress of the investigation of their complaint and informing them of the outcome in accordance with the Council's policy
6. To carry out joint enforcement interventions with other agencies including the Police, HRMC, Trading Standards etc. to promote and uphold the relevant licensing objectives.
7. To draft enforcement and other notices as required in liaison with the Senior Licensing Officer
8. To prepare and present reports and information, making recommendations where appropriate in accordance with legal requirements to Senior Officers and Council Committees as required.
9. Attendance at licensing and regulatory hearing committees as required.
10. Prepare witness statements in connection with prosecutions and give evidence as an expert witness as necessary.
11. To deal with new premises licences, major & minor variation applications and draft new/amended licences for the senior licensing officer to sign off.
12. To undertake interviews under caution in accordance with the Council and Government guidelines.
13. To Study new legislation affecting licensing and compliance matters and keep abreast of current trends in Regulatory Services.
14. To keep the licensing public register up to date and amending as required.
15. To respond to FOIs in relation to licensing matters.
16. To undertake necessary animal welfare licence inspections (as a level 3 qualified inspector) and enforcement in accordance with legislative requirements.
17. To produce written reports in line with The Animal Welfare (Licensing of Activities Involving Animals) (Wales) Regulations 2021. This includes, written recommendations, highlighting what licensing conditions have been achieved, completing a risk scoring matrix and determining what star rating the Council should issue to the applicant.
18. To draft Animal Licences and send them to senior management for approval in line with the Councils Constitution.
19. Carry out visits to ensure compliance with animal licensing conditions and to identify unlicensed animal establishments that fall under the licensable activities and meet the scope of licensing.
20. To be the lead officer on animal licensing including enforcement & compliance, including prosecutions.

21. Ensure evidence is collated and recorded in accordance with relevant statutory guidance and codes of practice.
22. To provide advice and guidance as required to members of the public, councillors, external agencies, and others.
23. To undertake & support the Senior Licensing Officer in liaising with the Licensed Trade
24. To uphold and display the HDC behaviour competency framework to at least level 2
25. To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies
26. As a term of employment the postholder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.
27. Health and Safety
 - To be familiar with and at all times comply with
 - the Council's general health and safety policy,
 - the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
 - local department specific health and safety procedures as amended or added to from time to time.
 - To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.
 - To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.
 - To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.

HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

JOB TITLE:	Licensing and Compliance Officer				
TEAM:	Licensing				
POST NO:	ES7	GRADE:	6	WEEKLY HOURS:	37
ALLOWANCE:	Essential				
CONTRACT TYPE:	Fixed term 8-10 months				

TYPE OF CRITERIA	ESSENTIAL REQUIREMENTS: Minimum requirements for the successful completion of the job	ASSESSMENT A / I / T / E	DESIRABLE REQUIREMENTS: Elements that contribute to improved / immediate performance in the job	ASSESSMENT A / I / T / E
EDUCATION/ QUALIFICATION	Good standard of general education, ie GCSE in Mathematics and English at grade C or equivalent Appropriate qualifications in Animal Licensing to satisfy the requirements of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2021	A/T/E	Ideally hold a Professional Licensing Practitioners Qualification through the Institute Of Licensing (IOL) - The successful candidate will be supported to undertake and achieve this qualification within one year from the start date of their employment.	I/E
EXPERIENCE	Previous experience of using a database, eg: inputting/updating information in relation to licences Experience in providing excellent customer service to service users including members of the public and businesses Experience in working with partnership organisations dealing with enquiries and communicating with for example the public, police and trading standard.	A/I A/I A/I	Specific experience in the use of Idox Uniform database system, DMS software Experience of working within a local authority particularly a licensing team.	A/I A/I

KNOWLEDGE	An understanding of legal and regulatory frameworks governing local authority licensing	A/I	A comprehensive detailed knowledge of local authority licensing	A/I	
	An good understanding of local authority enforcement principles	A/I	Proven track record of successful enforcement action	A/I	
SKILLS	Ability to organise and prioritise own workload, including ability to plan ahead for longer term objectives	A/I/T			
	Ability to meet deadlines, work independently and under pressure.	A/I			
	Able to write and present information to different stakeholder audiences	A/I			
	Excellent communication skills	A/I			
	Excellent computer skills and experience in the use of all Microsoft Windows applications and the Internet.	A/I			
	To be able to deal with difficult and controversial circumstances in a calm and appropriate manner	A/I			
	To be confident in dealing with customers and achieving positive outcomes	A/I			
	To be able to keep clear, accurate and concise records	A/I			
		A/I			
	To be able to work within a team, supporting in the immediate team and other teams across the Council.	A/I			
OTHER	To be able to work outside of normal office hours	I			
	Full driving licence and have access to a car for work purposes	I			
Assessment Legend:		A = Application	I = Interview	T = Test or Assessment	E = Evidence (e.g. certificate)
N.B. Where more than one assessment stage is indicated against a criteria that criteria must be demonstrated at both stages					