

Job Details

Job Title:	LICENSING AND ENFORCEMENT OFFICER
Post Number:	POST000149
Directorate:	Environmental and Community Services
Section:	Licensing and Enforcement
Post Grade:	Tier: 5, Grade: E
Responsible to:	Licensing Manager
Responsible for:	N/A

Job Purpose

- To fulfil the Council's statutory duties regarding regulation, enforcement and licensing ensuring the safety of our communities. To contribute to the development and implementation of licensing policies and procedures.
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Main Responsibilities

- Process licence applications so that a variety of local businesses including the licensing and gambling trade can operate safely and lawfully.
- Undertake statutory checks to ensure all licensed vehicles and drivers satisfy public safety recommendations.
- Check the legality of various premises applications for licences so that they satisfy relevant legislation, policies and procedures.
- Respond to a range of licensing enquiries from the public and licensing trade ensuring that accurate and up to date information is given out.
- Undertake the preparation of procedures and guidelines so that the licensing application process has legal validity.
- Prepare and provide evidence, witness statements, reports, and prosecution cases to Courts, Committees and Hearings.
- Attend external forums to provide professional guidance to ensure legislative compliance.

Decision making

- Through powers of delegation determine with a view to granting all licensing applications in accordance with legislation, policy and procedure.

Financial Responsibilities

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

Key Contacts / Relationships

- To work in partnership with relevant stakeholders i.e. Police and Fire Service to ensure that the Council's enforcement standards are clearly communicated and followed.

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: **May 2025**

Version: **2.1 – May 2025**

Declaration

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

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

PERSON SPECIFICATION

Job Title: LICENSING AND ENFORCEMENT OFFICER

Post Number: POST000149

EXPERIENCE

Essential Criteria

- Experience of working in a regulatory team with structured practical training and regulatory inspection. A,I
- Experience with an enforcing authority preferably dealing with licensing enforcement. A,I
- Experience of processing licensing applications or equivalent. A,I
- Experience of working with partner agencies to carry out effective enforcement. A,I
- Experience of preparing and presenting reports, preparing prosecution cases and presenting to Courts, Committees and hearings. A,I

Desirable Criteria

- N/A
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QUALIFICATIONS

Essential Criteria

- Trained in regulatory enforcement. D

Desirable Criteria

- N/A
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SKILLS & KNOWLEDGE

Essential Criteria

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

Desirable Criteria

- N/A
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OTHER REQUIREMENTS

Essential Criteria

- N/A

Desirable Criteria

- Possess a current full driving licence.

D

ASSESSMENT KEY:

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

Version: 1.0 – 1 April 2013