

# JOB DESCRIPTION

<b>POST:</b> Licencing Officer	<b>POST NO:</b> EN219
<b>DIVISION:</b> Community Services - Licencing	
<b>SCALE:</b> G / H	
<b>ANY SPECIAL CONDITIONS:</b>  Scale G - Postholder able to carry out the majority of all duties of the post, but requiring additional training, supervision and/or experience.  Scale H - Postholder able to carry out full duties of the post with minimal supervision.  Progression to Scale H is at the discretion of the Team Leader – Health, Safety & Licencing having regard to the competence of the postholder and the availability of work at the appropriate level.  Full UK Driving licence and access to a vehicle insured for work purposes is essential for this position.  Attendance at some evening meetings and some out of hours work will be required. For which time off in Lieu will be given or pre-arranged overtime can be agreed with your line manager.  Due to a potential conflict of interest, those persons who are currently operating as a licensed individual or who are related to the same are not permitted to apply.  Full UK Driving licence and access to a vehicle insured for work purposes is essential for this position.  Satisfactory clearance of an Enhanced Disclosure and Barring (DBS) check will be a condition of employment.  The post holder must also be able to clear Airport Security Measures and act as a Counter Signatory for the Disclosure and Barring Service.	
<b>RESPONSIBLE TO:</b> TEAM LEADER – HEATH, SAFETY & LICENSING	
<b>RESPONSIBLE FOR (POSTS):</b> None	
<b>MAIN PURPOSE OF POST:</b> To carry out all of the Council's licensing administration and enforcement duties in connection with the licensing of premises and persons, with the aim of ensuring compliance with the provisions of all licensing and associated legislation administered and enforced by the Council.  Act as the Councils main Licensing Officer in respect of all hackney carriage and private hire licensing regime.	
<b>SPECIFIC DUTIES OF POST:</b>  <ol style="list-style-type: none"><li>1. To promote within the team an enthusiastic and customer focussed approach to the delivery of council services.</li><li>2. To support and advise the Councils Taxi Technical Team in the discharge of their role</li><li>3. To take the lead on the enforcement of Hackney and Private Hire licensing to ensure compliance with statutory legislation and the Council's Taxi Licensing Policy.</li></ol>	
Continued Overleaf	

4. Assess applications and carry out proactive/reactive visits to licensed premises, persons and inspect vehicles, to ensure fitness, compliance with all appropriate legislative and licence conditions; and to instigate the appropriate enforcement action necessary to protect the public.
5. To apply and enforce all licensing legislation within the jurisdiction of Crawley Borough Council. Where further action is needed, provide recommendations and reports to the Team Leader, Health, Safety and Licensing.
6. To deal with complaints and carry out investigations, formal interviews, enforcement and prosecution where necessary, including evidence gathering and appearing as a witness at various Council Hearings, Court and other meetings as required.
7. To keep abreast of all taxi licensing legislation, Best Practice and associated guidance to ensure working practices are kept up to date. Make recommendations to the Team Leader, Health, Safety and Licensing on the efficiency and effectiveness of the service.
8. To provide professional guidance and advice on all aspects of licensing law which impacts on business operators, individuals, "Responsible Authorities," applicants, legal representatives and members of the public.
9. To liaise on behalf of the Council during meetings with representatives of other local authorities, statutory agencies, other external organisations and agencies with an interest in the licensing services provided by the Licensing Team.
10. To undertake Taxi enforcement activity for Crawley Borough Council and from time to time, as part of a wider joint enforcement strategy. To ensure regular visits are undertaken at all Taxi Ranks across the Borough. In addition, Private Hire Operator bases will be required to be inspected at varying times during the day and night, to ensure compliance with each Council's Taxi Licensing Policy and the relevant legislation.
11. Participate in multi agency initiatives with Statutory Partners including Sussex Police, Trading Standards and other Local Authorities to educate and enforce licensing legislation.
12. To work in partnership with the Councils Senior Licensing Officer, working across disciplines as needed and in their absence.
13. To assist the Senior Licensing Officer and Team Leader, Health, Safety and Licensing to develop policy, reports for the Council's Licensing Committee and other matters of note impacting on the delivery of the Licensing Service.
14. Prepare statistical and numerical information relating to the Service when required to do so.
15. Other duties that the Team Leader, Health, Safety and Licensing or the Head of Service may from time to time reasonably require.

### **General Duties**

- a) To carry out such duties as the line manager may, from time to time reasonably require.
- b) To carry out all duties in accordance with relevant legislation, Council policies, procedures and standards.
- c) To actively promote the Council's Corporate Equality Statement and demonstrate the standard of conduct which prevents discrimination taking place.
- d) To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policies and Procedures and all locally agreed safe methods of work.
- e) To share the council's commitment to safeguarding and promoting the welfare of children, young people and adults at risk as outlined in the CBC Safeguarding Policy.
- f) To ensure that all duties are carried out in compliance with both environmental legislation and a commitment to the Council's Environment Policy.

NOTE: The duties listed are in general terms only and detailed variation in job content may be expected to occur.

**AMENDMENT DATE:**

**POSTHOLDER'S SIGNATURE:**

# CANDIDATE SPECIFICATION

(This is for information only and should be retained by the applicant)

POST: Licencing Officer	POST No: EN219
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CHARACTERISTIC	SPECIFICATION	
	ESSENTIAL	DESIRABLE
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>Proven interpersonal skills</li> <li>Able to communicate effectively in writing and orally to members, officers and the public.</li> <li>Ability to solve problems creatively and work on your own initiative , as well as an ability to pay close attention to detail</li> <li>Able to work independently as well as part of a cross-cutting team.</li> <li>Self-motivated, flexible &amp; enthusiastic.</li> <li>Excellent organisational skills and able to manage workload in an efficient, effective manner with minimum supervision</li> <li>Excellent negotiation skills.</li> <li>Conflict resolution skills</li> <li>Able to contribute positively as a team member</li> <li>Numeracy skills</li> <li>Competent ICT skills (MICROSOFT/UNIFORM, IDOX)</li> <li></li> </ul>	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Evidence of a sound working knowledge across the range of licensing disciplines for which the Council has responsibility, including taxi licensing, Licensing Act 2003)</li> <li>Working knowledge of GDPR, Data Protection and confidentiality</li> <li>Experience of processing applications for, and inspection of, licensed premises, vehicles and Operators</li> </ul>	
<b>QUALIFICATION AND TRAINING VERIFICATION WILL BE REQUIRED</b>	<ul style="list-style-type: none"> <li>GCSE/ O Level education or equivalent. Maths and English</li> <li>BTECH in basic Vehicle examination or equivalent</li> <li>Formal Licensing Qualification or equivalent experience covering all licensing disciplines</li> </ul>	<ul style="list-style-type: none"> <li>BII Level 2 NCLP</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Extensive practical experience in the application of taxi licensing and other forms of licensing (Licensing Act 2003, Gambling Act 2005 and other licensing as needed)</li> <li>Experience of working in a diverse, customer focussed environment</li> </ul>	

	<ul style="list-style-type: none"> <li>• Experience in the gathering and assessing of evidence, the preparation and instigation of enforcement action. (Witness Statements, RIPA, PACE)</li> <li>• Experience of multi agency working</li> <li>• Experience of presenting information, appearing as a witness and giving evidence to a wide ranging audience at Committee, Court and other settings.</li> <li>• Able to understand complex legal issues and Guidance, with experience of applying such “out in the field”</li> </ul>	
<b>QUALITIES</b>	<ul style="list-style-type: none"> <li>• Committed to providing a high level quality service and customer care</li> </ul>	
<b>SPECIAL CONDITIONS</b>	<ul style="list-style-type: none"> <li>• Full driving licence and use of own vehicle</li> <li>• Willingness to work outside office hours to carry out enforcement and compliance activity, attend committee meetings ,to investigate complaints, etc.</li> <li>• Act as a DBS Counter Signatory</li> <li>• Able to pass the security process to obtain an Airport Pass</li> </ul>	