JOB DESCRIPTION

Licensing Officer

Service area:	**Environmental Health**
Reports to:	**Head of Environmental health delegated to Principal Officer (Licensing & Housing) and Lead Licensing Officer**
Responsible for:	**N/A**
Location:	**Leek and Buxton / Agile Working**
Work flexibly between various locations:	**Yes**
Grade:	**AG5**
Spinal Column Point:	**20-24**
Car driver:	**Yes**
Essential/casual:	**Essential**

JOB PURPOSE

To participate in the delivery of a comprehensive and professional Licensing service across the Alliance, through competent, confident, and timely processing of tasks associated with all licensing functions in accordance with legislation and relevant guidance.

To work across the Alliance to ensure organisational and public service outcomes are maximized.

JOB DUTIES

- To carry out a full range of licensing functions including taxi & private hire vehicles, new driver and driver renewal applications, gambling applications including lotteries, applications in conjunction with premises licences, scrap metal sites and collectors and charitable collections, street trading etc. in accordance with legislation, relevant guidance and the authorities' current policies.
- To initiate and carry out enforcement action which is required in accordance with statutory requirements, legislation and relevant guidance having regard to the Alliances' aims and objectives.
- To provide specialist technical expertise and where necessary make complex decisions and respond to customer enquiries from internal/ external customers.
- To mentor and advise the Licensing Support Officers.
- To write and complete reports in accordance with statutory and corporate timescales

and attend committees and hearings where required.

- Investigate complaints received by the department in a timely manner and where necessary take statements, arrange formal/informal interviews, arrange visits with partner agencies etc. This may include attendance at Court and giving evidence where required.
- To assist in retrieving data from the relevant databases for Freedom of Information requests.
- Liaise and collaborate with other Council departments; colleagues and external stakeholders including the Police, Home Office and Trading Standards to ensure licensing standards are upheld.
- To represent the service as required at local, and regional meetings and forums, and working groups as directed.
- To carry out other such duties associated with the service area, with the Principal Officer/ Lead officer may from time to time require to maintain the efficient and effective running of the service. To provide additional support to other service areas across the Alliance as and when required to meet operational demands.

CORPORATE RESPONSIBLITIES

- Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.
- Promote, both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated.
- Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.
- Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.
- Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- Promote and comply with both Council's policies and guidelines on Information Governance and the Data Protection Act.
- Consistently exhibit the behaviours required under the Alliance CHOICE values and code of conduct.
- Be committed to safeguarding and promoting the welfare of children and young people and vulnerable adults.
- Carry out election duties as required.

JOB REQUIREMENTS

Transport Requirements	Driving required for travel to Alliance locations
Working Patterns	Hours of work as agreed with the line manager. Some out of hours work may be required where necessary.
Working Conditions	Agile working (with travel to Alliance office locations as required)

Resources Staff/Finance	
Physical	Working to planned priorities
DBS	No