PERSON SPECIFICATION
Licensing Officer

Essential	Desirable	Assess by
Knowledge and Qualifications		
Significant knowledge and experience of the licensing regime and competent in the following subject areas: Hackney Carriage and Private Hire Licensing, Licensing Act 2003, Gambling Act 2005, Scrap Metal Dealers Act 2013, Street Trading, Charitable Collections.	Relevant licensing qualification.	Application/Interview
Experience		
Experience of processing and determining applications for a full range of licensing functions to include taxi & private hire vehicles, new driver applications and renewals, gaming applications, Licensing Act 2003 applications, scrap metal site and collectors' licences, charitable collections and street trading in accordance with the legislation and relevant guidance/Policies. Practical experience of initiating and carry out enforcement action in line with statutory requirements, legislation and relevant guidance and use various enforcement tools to gain compliance (verbal/written warnings, use of licence conditions, revocations and formal notices). Initiating and conducting inspections of licensed premises with partner agencies. Experience of undertaking vehicle inspections.	Experience of report writing and presenting cases to the Licensing Committees. Experience of bespoke IT packages (Idox Lalpac, Civica etc.) Experience of undertaking vehicle inspections Experience of advising and working with Councillors.	Application/Interview

Experience of working with members of the public and businesses. Competent in Microsoft Office packages.		
Skills and competencies		
Excellent team working and written and verbal communication skills Able to work on own initiative and within statutory/local time scales. Ability to work well under pressure and meet deadlines Ability to advise and mentor Licensing Support Officers. Accuracy and numeracy skills.		Application/Interview
Physical, mental and emotional demands		
The ability to work with interruption, balancing a number of different priorities and conflicting demands. Driving licence and access to a car required. To work flexibly and able to work evenings, weekends and bank holidays where required.		Application/Interview

All applicants with a disability who meet the minimum requirements for the role will be given an interview and will be considered on their abilities.

We can only accept applications from candidates who are permitted to work within the UK, or from those who have a valid work permit.