

TENDRING DISTRICT COUNCIL

JOB DESCRIPTION

Job Title: Licensing Manager

Post No: 10001130

Department: Operational Services

Grade: 8

Reports to: Head of Customer and Commercial Services

1. Job Purpose

To be responsible for the effective day to day operation, performance and development of the licensing function.

2. Job Activities

- (a) The day to day management of the licensing function, including overseeing the grant/renewal of various licences/permits issued under the Licensing Act 2003, The Gambling Act 2005, The Town Police Clauses Act 1847 and other Acts related to Hackney Carriage and Private Hire Licensing along with various miscellaneous legislation.
- (b) Ensuring that an effective inspection and enforcement regime is maintained in line with Hampton principles.
- (c) Maintaining effective lines of communication with the licensed trade and partner organisations including the Police, other Licensing Authorities, Trading Standards and other Responsible Authorities.
- (d) Attending meetings of the Essex Police and Local Authorities Joint Licensing Officers' Forum, trade organisations and public forums as a representative of the Licensing Authority.
- (e) Contributing to the periodic review of various Licensing Policies.
- (f) Drafting reports for consideration by Management and/or Members.
- (g) Attending meetings of the appropriate Council Committees and Sub-Committees.
- (h) Undertaking regular reviews to ensure that the Licensing Authority complies with all relevant new legislation, Statutory Instruments, Government Guidance and Strategies.
- (i) Assisting with the preparation and monitoring of licensing budgets.
- (j) To represent the Licensing Authority in relevant court proceedings.
- (k) Other duties as may from time to time be required.

3. Corporate Responsibilities

- You must work to any standards imposed by the Council in maintaining and improving its status under Investors in People (IIP)
- Must achieve good performance on relevant performance indicators both local and statutory and ensure that all employees understand the aims and objectives of the service, and are able to maximise potential and achievement. And must ensure that employees can relate their work to the Council's overall corporate strategy and priorities.
- You are required to promote, apply and adhere to the Council's HR and ICT policies, procedures and schemes, including Age, Alcohol, Drugs and Substance Abuse, Equality and Diversity, Flexible Working Hours, Discipline, Grievance, Harassment,

Health, Safety & Welfare; Lone Working, Appraisal, No Smoking, Sickness & Ill Health, Stress, Race Awareness, Violence at Work and Working Time Regulations. E-Mail, Internet, Intranet, IT Monitoring, ICT Security, Records Management and Retention as well as financial and contract regulations, delegated powers, the Data Protection Act and the Freedom of Information Act.

- Must maintain high quality corporate and service standards and best practice as required.
- Must work towards achieving good performance on relevant performance indicators both local and statutory as part of a team.
- The postholder will communicate with customers, other services, Members, outside organisations and Statutory bodies such as the Police and Essex Fire and Rescue.
- The work will involve changing rapidly from one task to another during the working day, often working under pressure within strict time constraints.
- The postholder should seek the advice of the Section Manager on difficult or contentious issues and decisions.
- From time to time the postholder will be required to deputise for the Section Manager on Licensing matters.

4. Special Conditions

- You must keep up to date with and implement any changes insofar as they apply to your role be they new or amended legal requirements, internal and external policies or any Council or delegated decisions.
- The postholder must have a working knowledge of the Police and Criminal Evidence Act 1984 and the Regulation of Investigatory Powers Act 2000.
- Take all possible reasonable steps to create a harmonious working environment using consultation, effective communication and team working techniques.
- The licensing function requires site inspections to be carried out including evenings and weekends.
- In order to undertake specific licensing functions, you are required to have a full current clean driving licence is required which must be produced for inspection on request and to have access to a car for work purposes. A casual user car allowance will be paid for business mileage properly incurred.

This job description is a guide to the duties the post holder will be expected to undertake. It is not required to be exhaustive or exclusive and will be changed as working requirements dictate.

Sept12

TENDRING DISTRICT COUNCIL

PERSON SPECIFICATION

Job Title: Licensing Manager

Post No: 10001130

It will help the assessment of your application if you ensure it addresses each of the requirements set out in this document.

PROFESSIONAL & TECHNICAL DEVELOPMENT

- GCSE (A* - C) English Language and Mathematics or equivalent
- BIIAB Level 2 National Certificate for Licensing Practitioners.
- Level 3 Management qualification
- Able to operate MS-Word, Excel and Outlook (a Level 2 IT qualification would be an advantage)
- Comprehensive knowledge of PACE, RIPA and Court procedures
- Experience of licensing and enforcement with a comprehensive knowledge licensing and associated legislation
- Experience of working with an IT Licensing Management System would be an advantage; as would a BTEC [or similar] qualification in Licensing.

COMPETENCY REQUIREMENTS

The following competencies will be used in making the initial selection decision:

1.1 Deciding and Initiating Action

- a. Makes prompt, clear decisions which may involve tough choices or considered risks.
- b. Takes responsibility for actions, projects and people.
- c. Takes initiative, acts with confidence & works under own direction.
- d. Initiates and generates activity.

1.2 Leading and Supervising

- a. Provides others with a clear direction.
- b. Sets appropriate standards of behaviour.
- c. Delegates work appropriately and fairly.
- d. Motivates and empowers others.
- e. Provides staff with development opportunities and coaching.
- f. Recruits staff of a high calibre.

3.1 Relating and Networking

- a. Establishes good relationships with customers and staff.
- b. Builds wide and effective networks of contacts inside and outside the organisation.
- c. Relates well to people at all levels.
- d. Manages conflict.
- e. Uses humour appropriately to enhance relationships with others.

4.1 Writing and Reporting

- a. Writes clearly, succinctly and correctly.
- b. Writes convincingly in an engaging and expressive manner.
- c. Avoids the unnecessary use of jargon or complicated language.
- d. Writes in a well-structured and logical way.
- e. Structures information to meet the needs and understanding of the intended audience.

7.2 Coping with Pressures and Setbacks

- a. Works productively in a high pressure environment.
- b. Keeps emotions under control during difficult situations.
- c. Balances the demands of a work life and a personal life.
- d. Maintains a positive outlook at work.
- e. Handles criticism well and learns from it.

Applicants should note:

- *That the above competencies are part of the Council's Universal Competencies Framework and there will be other competencies relevant to this role that will be used in the on-going appraisal of the person appointed.*
- *The successful postholder will be expected to undertake the personal development necessary to meet fully the requirements of the Role Description and Person Specification e.g. gaining a qualification to validate knowledge obtained through experience.*