

JOB DESCRIPTION

Role:	Licensing Officer	Grade:	4-5
Service:	Central – Customer Services	Date:	September 2023
Reports to:	Head of Service for Licensing, Community Safety and Customer Services		
Responsible for:	No direct reports		

PURPOSE OF JOB

This role is of strategic importance to ensure that in validating processing and granting all licences and permits are issued within the statutory timeframe, resulting in accuracy and execution of best practice and procedure in operating a centre of excellence for the licensing service.

MAIN ACCOUNTABILITIES

1. Experience of the statutory responsibilities under the Licensing 2003 Act, the Gambling Act 2005, Local Government (Miscellaneous Provisions) Act 1976, Town Police Clauses Act 1847, the Public Health Act 1875, the Local Government Act 1972, the Transport Act 1985, Rehabilitation of Offenders Act 1974, The Police Reform and Social Responsibility Act 2011 and any changes to forthcoming legislation are adhered to.
2. Investigation, enforcement, and prosecution action where necessary. This will involve investigation and the taking of enforcement action where necessary including the taking of evidence and presenting it at Council Hearings and court appearances. This will involve regular out-of-hours working.
3. To provide guidance and advice through external communication to premises license holders, responsible authorities, Members, Licensing and Appeals Committee, Parish Councilors and members of the public on aspects of licensing law and the impact it will have on their day-to-day operations.
4. To prepare reports, answer correspondence and presentation of information to all types of audience from laymen to specialist.
5. To be a licensing ambassador for the licensing services at internal and occasional external meetings.
6. After a valid application has been received, meet with the Taxi Drivers, Hackney Carriage Proprietors and Private Hire Operators attending the Reception in person, to oversee their ID documents and validated prior to processing.

7. To ensure that the entries into the local licensing database and public registers are accurate and up-to-date and in an auditable state, being able to produce the mandatory returns as required by different professional and Governmental bodies.
8. To help the team oversee and produce / send out via Email/Licensing Web pages/Mail weekly renewal notices of licences (Annual Fees, Medicals, Vehicle Compliance Tests, Trackers for premises and Temporary Event Notices).
9. To review, monitor and maintain key objectives as documented in your appraisal.
10. To participate in any relevant training for the duties of this post and to undertake ongoing training, Members and external organisations on processes and processes relating to the grant of licences. In addition to organise local licensing seminars for all licensing stake holders as needs become apparent.
11. To comply with the Council's Equalities Policy for employment and the service delivery and co-operate in measures introduced to implement and monitor the Policy.
12. Take responsibility for personal and professional development and undertake training.
13. To comply with the duties placed upon employees by TMBC's Health and Safety Policy and related procedures. To act in accordance with all instructions, information and training required in relation to those duties. The post holder will be required to carry out their job role and related responsibilities with reasonable care to themselves and other persons that may be affected by their work.
14. To assist as required in the Council's Emergency Plan
15. To comply fully with the Council's IT Security Policy
16. To comply fully with the Council's Data Protection Policy
17. To undertake other duties commensurate with the grade of the post