

PERSON SPECIFICATION

TITLE OF POST

Licensing Officer – Licensing Services

	Essential	Desirable
Approach	<ul style="list-style-type: none"> • 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. • Ability to work effectively within a team of professional officers • Ability to prioritise and organise workload with minimal supervision • Ability to relate to the public, elected Members and representatives of external agencies • Ability to deal effectively with emotive situations • Self motivating and capable of using initiative in problem solving • Team player, with a willingness to offer a flexible approach where necessary • Punctuality • Accuracy in data entry and record keeping (both in manual and computerised systems) 	<ul style="list-style-type: none"> • Experience in Enforcement • Experience of working with multi-agencies in information sharing • A good understanding of GDPR and Data Protection Act

	<ul style="list-style-type: none"> • Respect for confidentiality • Ability to respond at short notice to non-routine matters 	
Skills/Experience	<ul style="list-style-type: none"> • Computer literate • Working knowledge of MS Word / Excel • Excellent communication skills, both oral and written • Ability to maintain accurate notes and records • Accurate data entry skills • Good organisational skills • Good time management skills • Driver • Able to work outside normal office hours. 	<ul style="list-style-type: none"> • Good working knowledge of the Uniform software package (or similar licensing package) • Working knowledge of management and financial reporting • IT skills linked to the design and use of databases • Licensing Practitioners Course
Other	<ul style="list-style-type: none"> • Taking the lead in dealing with a situation • Willingness to undertake any relevant training. 	