# EAST STAFFORDSHIRE BOROUGH COUNCIL

# JOB DESCRIPTION

JOB TITLE: COMPLIANCE OFFICER (LICENSING)

GRADE: Grade 5 £26,421 to £28,770 pro rata per annum

For 37.00 hours per week

Would consider job-share for the right candidates

ALLOWANCES CASUAL CAR USER ALLOWANCE

REFERENCE CODE: LI020T

SECTION: ENFORCEMENT SERVICES

RESPONSIBLE TO: ENFORCEMENT MANAGER

WORKING PATTERN: FLEXIBLE WORKING HOURS SCHEME TO INCLUDE ADHOC EVENING/WEEKEND COMPLIANCE CHECKS.

PURPOSE OF JOB: The role is responsible for ensuring compliance is achieved and maintained across the licensing functions.

To carry out the professional duties of a Compliance Officer, by the application of applicable laws protecting the public, providing a fair and safe business environment to ensure and enforce compliance.

**DUTIES AND RESPONSIBILITIES:**

1. Exercising professional expertise in a range of duties and responsibilities as allocated by the Enforcement Manager/Senior Licensing Officer.
2. To provide necessary and appropriate specialist and detailed advice and information regarding licensing law and associated Council licensing policy.
3. To record and investigate complaints taking appropriate enforcement actions as necessary.
4. To assist the team in the development, progressing and review of licensing policy/strategies. Attending and presenting at the appropriate Council meetings as required and providing training as necessary.
5. To contribute to the researching, proposing and developing of appropriate compliance improvements and communicate these issues back through Enforcement Manager/Senior Enforcement Officer so that they can be addressed and form improved or enhanced service delivery.
6. To carry out compliance inspections, initiatives, visits and investigations in relation to the following areas of activity and others as required:

* Private Hire and Hackney Carriage trade
* The Licensing Act 2003
* The Gambling Act 2005
* Street trading consents
* House to house and street collections
* Scrap Metal dealers
* Sexual Entertainment Venues
* Pavement licensing

1. To deal with queries, complaints and liaise with internal and external service providers in relation to licensing activities.
2. To manage all public registers of statutory licensing information and other records as per legislative requirements including Council’s website, articles and press releases.
3. To ensure all records, evidence, investigation and information gathered in the course of duties are stored and handled in line with national legislation (eg. DPA CPIA, PACE, RIPA and DPA) and legal guidelines.
4. To attend Council Committee/Sub-Committee meetings and Court Hearings in relation to licensing activities presenting evidence and reports as necessary.
5. To contribute to specific project planning, developing and delivering as necessary.
6. To keep informed of all appropriate best practice, legislation and central government policies and undertake internal and external training where necessary, keeping up to date with changes in legislation and to implement those which will affect the service.
7. To use appropriate software to produce, letters, preparation and presentation of reports for Licensing Committee, plus preparation of evidence for legal proceedings.
8. To work collaboratively and in partnership with representatives of external bodies, including the Police, Staffordshire Fire and Rescue, Trading Standards and Borders Agency, etc.
9. To represent the service on issues relating to the work of a Licensing Officer in an ambassadorial role at meetings and events where appropriate.
10. To undertake any other duties appropriate to the grading of the post as necessary and as required by Head of Services or Enforcement Manager.

**Please note:**

Appointment is subject to a Disclosure and Barring Service check

For certain applications there may be more information to be included: *Policy Statement on the Recruitment of Ex-Offenders*

*Employment of Related Persons Policy*

Closing date for applications is:

We thank you for taking the time to apply for our vacancy. If you do not hear from us within 2 weeks of the closing date for the vacancy, please assume that your application has been unsuccessful.

**PERSON SPECIFICATION: COMPLIANCE OFFICER (LICENSING)**

|  |  |  |
| --- | --- | --- |
| **REQUIREMENTS AS DESCRIBED IN THE EMPLOYMENT AND EQUAL OPPORTUNITIES POLICY** | **ESSENTIAL FOR THE POST** | **DESIRABLE FOR THE POST** |
| EXPERIENCE | Knowledge of local authority functions. Experience of understanding/interpretation of legislation  Experience of working in a legislative environment and  presenting cases at formal  legal hearings  Experience in conducting investigations, inspections and interviews. | Experience within a licensing team.  Experience in dealing with the public and commercial organisations.  Experience to demonstrate a sound understanding and knowledge of up to date licensing legislation and its practical application. |
| QUALIFICATIONS | A good general level of education Grade C or above (i.e. 5 GCSE’s or equivalent) | Licensing related qualification such as BTEC or NVQ level 4 or equivalent qualifications and experience, or to work towards these qualification. |
| TRAINING |  | An on-going desire for personal development through appropriate training. |
| SPECIAL KNOWLEDGE | Can demonstrate reasoned independent decisions with an impartial and ethical approach  Can demonstrate fair and effective compliance  Sound knowledge of the legal frame work when conducting investigations. CPIA 1996 RIPA 2000  Experience in investigating, interviewing and negotiating skills  PACE code E-F  To demonstrate independence without supervision on a regular basis, recognising personal limits and when to ask for assistance and support.  The ability to assess risk  Working knowledge of Microsoft Office products, particularly: Word, Excel, PowerPoint, Outlook, Internet Explorer | Knowledge of the legislation specific to Licensing activities.  Skills to develop and participate in partnership working.  Takes the opportunity to build confidence in Licensing regulatory function with both the trade and the public  PEACE framework  Experience in basic vehicle inspections. |
| PERSONAL CIRCUMSTANCES | Lives within reasonable travelling distance of office to support out of hours working. | Current and valid driving licence. Able to move around the borough by use of a vehicle on a casual basis. |
| DISPOSITION AND ATTITUDE | Calm under pressure.  Good organisational skills.  Able to work in a team. |  |
| PRACTICAL/INTELLECTUAL | Good verbal and written communication skills.  High Standard of Professionalism and integrity  Able to establish professional relationships  A methodical approach  Good organisational skills | Experience in building and maintaining work with partner agencies  Experience in project work |