

LICENSING ENFORCEMENT OFFICER

ELI11

SALARY

Band 7

SERVICE AREA

Public Protection

LOCATION

Civic Centre

RESPONSIBLE TO

Community Protection Manager

VETTING

This post is subject to a DBS check and Police Non-Police Personnel Vetting (NPPV Level 2)

MAIN JOB OBJECTIVE

To carry out enforcement, compliance, and to deal with complaints and administration in relation to the Councils various licensing functions.

MAIN DUTIES OF THE POST

1. To carry out proactive and reactive licensing enforcement and compliance in all areas of the Councils licensing functions. This will include carrying out inspections and conducting investigations and enquiries in accordance with the Police and Criminal Evidence Act (PACE), Council policies and procedures and general licensing guidance.
2. To carry out functions to ensure that all statutory licensing regimes are regulated.
3. To carry out and support other members of staff with inspection and investigations, dealing with complaints, to act as a professional witness and undertake enforcement action where required.
4. To carry out appropriate inspections, checks, enquiries, interviews and investigations to determine the suitability of applicants to hold a licence if contrary indications raised during the application process.
5. To write accurate and detailed reports in relation to licensing matters for the Community Protection Manager and Committee and present these at internal meetings and Committee.
6. To write professional statements to be used in legal proceedings in connection with licensing matters, appeals, and prosecutions.

7. To assist from time to time in the verification and processing of licensing applications.
8. To assist with other work as required within the general scope of the post and work in the Public Protection Service.
9. To attend training courses, seminars and development events related to the role.
10. To assist with the gathering of information held by the Council in relation to requests made under the Freedom of Information Act 2000 and to assist in providing information to support responses to the Member of Parliament and Council Members.
11. To liaise with other Local Authorities and agencies regarding licensing matters.
12. Liaison with the Police, Councilors, applicants, business and members of the public on licensing matters.
13. To drive Council vehicles with logos and messages relevant to the Councils work and to promote the licensing service.
14. Enforcement of anti-smoking legislation.
15. The above is not intended to be a full definition of the duties or conditions of service relating to the post and is given only as an indication of the principal duties and conditions relevant currently. The post holder will be required to carry out duties within the general level of scope and responsibility of the post as determined in accordance with priorities dictated by policy, service need, statutory requirements or emergency situations.

CAR ALLOWANCE

A Casual Car User Allowance is attached to this position.

HOURS

The post is 37 hours per week. Whilst this post allows for flexible working it is a requirement that as a matter of routine, the holder of this post will be required to work during the day, evening and night-time hours during the week and weekend when required, both on their own and with other colleagues. These patterns of work may vary. The location of the work will be within the Gedling Borough Council area and the postholder will also be expected to work throughout Nottinghamshire and the Midlands region when required.