

Licensing Officer – Grade 9

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work.

You will be responsible to the Senior Licensing Officer and will contribute to the effective and efficient performance of licensing services and for the enforcement of conditions attached to licences granted and administered by the authority. You will contribute to ensuring complaints received by the service are dealt with expediently and appropriately. You will play a key role in the processing, and enforcement of various licence types. You will assist in the training and supervision of members of staff.

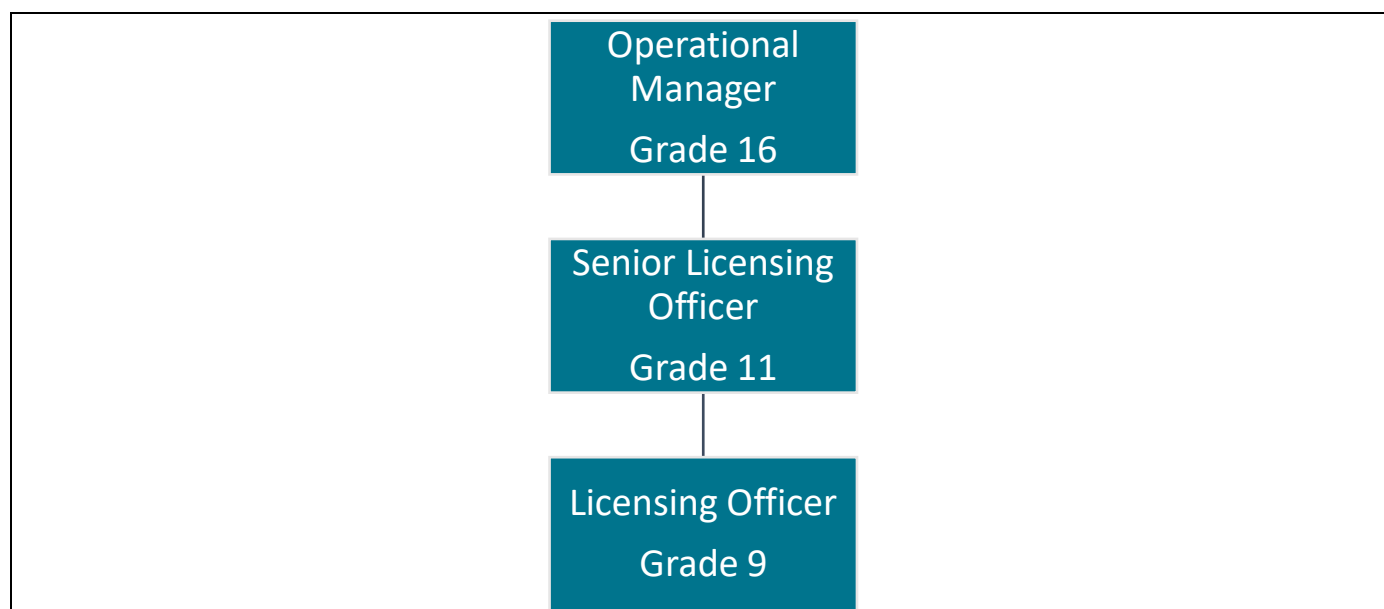
This role is based within [Environment and Climate Change](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- The licensing service has overall responsibility for the administration, inspection and enforcement of licenses issued under the Licensing Act 2003, Gambling Act 2005, Private Hire / Hackney Carriage legislation and other licensing legislation.
- The role includes participating in enforcement and the inspection of licensed and registered premises, persons, and vehicles, to ensure compliance with legislation and conditions, both during and outside normal working hours.
- The service is extremely busy, and you will be part of an energetic and proactive team responsible for receiving, processing, and granting of applications for licenses under hackney carriage, private hire, alcohol, regulated entertainment, gambling, street trading legislation, whilst liaising with relevant consultees and maintaining comprehensive records
- You will be responsible for communicating and responding to verbal and written enquiries and attending meetings with members of the public, businesses, professional advisors, and Councilors in respect of all licensing matters. You will be required to respond to and investigate complaints from a variety of sources regarding breach of license conditions and unauthorized licensable activities. You will also need to conduct interviews in accordance with Police and Criminal Evidence (PACE) code of practice and prepare files for legal proceedings.
- You will support the Senior Licensing Officer and Licensing Group Leader in the planning preparation and development of policy documents in accordance with the current licensing and corporate framework.
- You will maintain accurate records of the work undertaken, using appropriate documentation and IT systems. You will prioritise workloads, and ensure targets and deadlines are met.
- You will be responsible for the supervision of Assistant Licensing Officers and will assist in their training and development.
- Produce and present statements, prosecution file or written reports for any consequential appeal or prosecution hearings, to Magistrates, Crown, and appeal courts

- Receive and respond to complaints, review records and carry out on-site and other enforcement visits to ensure compliance with licensing legislation, instigating actions necessary to resolve the issues arising in respect of all licensed premises, people, businesses, vehicles or licensed activities - as required both during and outside normal working hours;
- Investigate breaches of licensing legislation and / or conditions attached to licences.
- Represent the service at relevant committees, groups, or meetings where delegated by the Licensing Group Leader.
- To grant or refuse applications for licences under different licensing legislation including:
 - Taxi legislation,
 - Gambling Act 2005,
 - Licensing Act 2003
 - Community and street licences
- In granting or refusing licences, consult with relevant consultees, whilst maintaining comprehensive records
- Manage conflict situations which arise when enforcing licensing requirements
- To assist in the provision of training, guidance, advice on legislation and technical matters to staff, other services, Ward members and client groups as required.
- Contribute to specific projects or ongoing areas of work such as implementing new legislation, policies, initiatives, working practices and systems.
- You will be expected to deliver a training session to new taxi drivers on a rota basis.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Experience of working with relevant legislation, its application and enforcement	Essential

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Knowledge and experience of court procedures related to a regulatory function at the Magistrates, Crown or Appeal courts	Essential
Experience of working with and adhering to PACE, CPIA and RIPA	Essential
Experience of working in an enforcement related background	Essential
Has effective IT skills including knowledge of Microsoft Software	Essential
Has the ability to organise their own workload and work to deadlines	Essential
Ability to contribute to service improvement planning and to lead project work	Essential
Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence, and it is expected that you will either use a council vehicle or your own car.	Essential
A willingness to contribute to service improvement planning and project work	Essential
Able to carry out inspection and enforcement duties outside normal office hours	Essential
Accepts a basic DBS check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hour.

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category	Legal Services	Grading ID	16290
Job ID	80100753	Last Updated	November 2020
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	Other	DBS Type	Basic
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		