

## JOB DESCRIPTION

### Licensing Officer

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<b>Service area:</b>	<b>Environmental Health</b>
<b>Reports to:</b>	<b>Head of Environmental health delegated to Principal Officer (Licensing &amp; Housing) and Lead Licensing Officer</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Location:</b>	<b>Leek and Buxton / Agile Working</b>
<b>Work flexibly between various locations:</b>	<b>Yes</b>
<b>Grade:</b>	<b>AG5</b>
<b>Spinal Column Point:</b>	<b>20-24</b>
<b>Car driver:</b>	<b>Yes</b>
<b>Essential/casual:</b>	<b>Essential</b>

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### JOB PURPOSE

To participate in the delivery of a comprehensive and professional Licensing service across the Alliance, through competent, confident and timely processing of tasks associated with all licensing functions in accordance with legislation and relevant guidance.

To work across the Alliance to ensure organisational and public service outcomes are maximized.

### JOB DUTIES

- To carry out a full range of licensing functions including taxi & private hire vehicles, animal and gambling lotteries and alcohol including scrap metal companies and charitable collections in accordance with legislation and relevant guidance.
- To initiate and carry out enforcement action which is required in accordance with statutory requirements, legislation and relevant guidance having regard to the Alliances' aims and objectives.
- To provide specialist technical expertise and where necessary make complex decisions and respond to customer enquiries from internal/ external customers.
- To support in the timely and accurate completion of the reports in accordance with statutory and corporate timescales and attend committee, hearings and reviews where necessary.
- To carry out other such duties associated with the service area, with the Principal

Officer/ Lead officer may from time to time require to maintain the efficient and effective running of the service. To provide additional support to other service areas across the Alliance as and when required to meet operational demands.

## **CORPORATE RESPONSIBILITIES**

- Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.
- Promote, both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated.
- Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.
- Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.
- Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- Promote and comply with both Council's policies and guidelines on Information Governance and the Data Protection Act.
- Consistently exhibit the behaviours required under the Alliance CHOICE values and code of conduct.
- Be committed to safeguarding and promoting the welfare of children and young people and vulnerable adults.
- Carry out election duties as required.

## **JOB REQUIREMENTS**

Transport Requirements	Driving required for travel to Alliance locations
Working Patterns	Hours of work as agreed with the line manager. Some out of hours work may be required
Working Conditions	Agile working (with travel to Alliance office locations as required)
Resources Staff/Finance	
Physical	Working to planned priorities
DBS	No