

PERSON SPECIFICATION

Licensing Officer

Essential	Desirable	Assess by
Knowledge and Qualifications		
<p>Signification experience of licensing and enforcement work.</p> <p>Significant knowledge of licensing and enforcement legislation and how to apply it practically.</p>	<p>Relevant licensing qualification.</p> <p>Knowledge of the Licensing Act (2003).</p> <p>Knowledge of the Gambling Act.</p>	Application/Interview
Experience		
<p>Significate experience of carrying out a full range of licensing functions: taxi & private hire vehicle, animal and gambling lotteries and alcohol including scrap metal companies and charitable collections in accordance with legislation and relevant guidance.</p> <p>Practical experience of initiating and carry out enforcement action in line with statutory requirements, legislation and relevant guidance and use various enforcement tools to gain compliance (verbal/written warnings, use of license conditions, revocations and formal notices).</p> <p>Experience of processes and issuing licenses and conducting inspections of licensed premises.</p> <p>Experience of working with members of the public and business.</p> <p>Experience of Microsoft Office packages.</p>	<p>Experience of report writing and presentation to committee.</p> <p>Experience of bespoke IT packages (i.e Lalpac civica)</p>	Application/Interview
Skills and competencies		
Excellent team working and written and verbal communication skills		Application/Interview

<p>Able to work on own initiative and within statutory/local time scales.</p> <p>Ability to work well under pressure and meet deadlines</p> <p>Accuracy and numeracy skills.</p>		
Physical, mental and emotional demands		
<p>The ability to work with interruption, balancing a number of different priorities and conflicting demands.</p> <p>Driving license and access to a car required.</p> <p>To work flexibly and able to work evenings, weekends and bank holidays</p>		Application/Interview

All applicants with a disability who meet the minimum requirements for the role will be given an interview and will be considered on their abilities.

We can only accept applications from candidates who are permitted to work within the UK, or from those who have a valid work permit.