

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Licensing Officer
Service Area / Team	Regulatory & Community Services / Environmental Health & Licensing
Reports to	Environmental Health and Licensing Manager
Post Number	EH005
Grade	Grade E
Politically Restricted Post	No
DBS Requirement	Basic

JOB PURPOSE
<ul style="list-style-type: none"> To assist the Environmental Health and Licensing Manager in providing an effective Licensing Service. To fulfil the statutory role of a Licensing Officer for the Council and to ensure all licenses, registrations, and permits are compliant with licensing legislation, local Byelaws, and associated conditions and Council policies.

MAIN DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> To fulfil the statutory role of Licensing Officer for the Council and to ensure that any licences, registrations and permits that are granted are compliant with licensing legislation including local Byelaws, as well as associated licensing conditions and Council policies. To determine (grant or refuse) applications for licences or permits for the following: Premises; Personal; Temporary Events Notice; Street Trading; House to House; Collections; Street collections; Sexual Entertainment Venues; Scrap metal (Collectors and site licence); Pleasure Boat; Taxi licenses for Operators, Drivers, Hackney Carriage vehicles, Private Hire vehicles, Limo and Executive vehicles; Gambling Licences for Arcades, Bingo, Adult gaming centres etc; Gambling permits (Club machine, club gaming, gaming machines, etc.) and Small Lottery licence; Animal Activities; Pavements; Caravan and Camping sites. (This list is not exhaustive.) To investigate complaints relating to licensing/registration and permit issues.

<ul style="list-style-type: none"> • To proactively monitor compliance with all licenses / registrations and the associated conditions.
<ul style="list-style-type: none"> • To give appropriate advice and direction on site and in writing to people carrying out unauthorised licensing activities. To escalate matters when appropriate and report findings to the Environmental Health and Licensing Manager.
<ul style="list-style-type: none"> • To investigate non-compliance following the Council's policies and procedures, legislative requirements, codes of practice and statutory guidance. Gather evidence, interview under caution, prepare reports on breaches of Licensing Law (whether for prosecution or an alternative method of disposal such as revocation or suspension), maintain prosecution files, and liaise with the Council's Legal Team.
<ul style="list-style-type: none"> • To inspect and monitor licensed premises, vehicles, persons and activities.
<ul style="list-style-type: none"> • To prepare and present reports to the Planning and Licensing Committee, the Licensing Sub-Committee, the Licensing Act Committee and the Licensing Act Sub-Committee.
<ul style="list-style-type: none"> • To liaise with Customer Support Officers and the statutory consultees about Temporary Event Notices, arranging Licencing hearings when the statutory consultees make objections.
<ul style="list-style-type: none"> • To inspect existing licensed vehicles and to make decisions on those proposed to be licensed.
<ul style="list-style-type: none"> • To contribute to drafting and reviewing licensing policies and progress them throughout the democratic process of adoption.
<ul style="list-style-type: none"> • To contribute to drafting and reviewing Licensing Team standard operating procedures.
<ul style="list-style-type: none"> • To contribute to drafting reports to the Corporate Leadership Team.
<ul style="list-style-type: none"> • To keep up to date records on Salesforce.
<ul style="list-style-type: none"> • To meet with the Police and other responsible authorities to consult with and discuss enforcement issues.
<ul style="list-style-type: none"> • To support and assist with training members of the Licensing Team.
<ul style="list-style-type: none"> • In addition to prosecuting offenders in Court Officers are authorised to issue fixed penalty notices.
<ul style="list-style-type: none"> • Officers have specific delegated authorisations to act on behalf of the Council. Authorisations are issued by the Environmental Health and Licensing Manager under delegated powers.
<ul style="list-style-type: none"> • The post holder must ensure they keep up to date with relevant legislation, codes of practice, statutory and non-statutory guidance.
<ul style="list-style-type: none"> • To assist with organising and hosting the Licensing Forum, as well as presenting at and responding to stakeholder questions. This will include pre and post event work.
<p><u>Hackney Carriage and Private Hire.</u></p> <p>Inspecting vehicle condition, issuing driver and operator licences, going to ranks to enforce conditions, suspending and revoking licences, running driver and operator forums, preparing the Hackney Cab and Private Hire Policies. Enforcement will include attendance at Court and Licensing Committee. Attending Licensing Committee when Drivers appeal to give evidence about suspensions, revocations and refusals. Has authority to Suspend, revoke and refuse licences. Ensuring drivers are entitled to work in the UK.</p>

Animal Licensing & Welfare.

Providing pre application advice and guidance. Inspecting premises when new applications are made and inspecting existing premises when applying for a renewal. Carry out unannounced interim inspections during the licence term as set out in the current regulations. Obtaining evidence and taking enforcement action, which includes going to Court to deal with non-compliance with licence conditions. Attending and hosting the Kent & Medway Animal Licensing Forum. Working closely with the councils legal team on prosecution cases.

Markets.

Ensuring compliance with the market conditions. Liaising with the market manager.

Street Trading

Providing pre application advice and guidance. Inspecting premises/vehicles/trailers when new applications are made and inspecting existing premises/vehicles/trailers when applying for a renewal. Obtaining evidence and taking enforcement action, which includes going to Court to deal with non-compliance with licence conditions. Proactive checks to ensure street traders are not trading in contravention of the Street Trading Policy.

Scrap Metal

Providing pre application advice and guidance. Inspecting premises when new applications are made and inspecting existing premises when applying for a renewal. Checking registers. Obtaining evidence and taking enforcement action, which includes going to Court to deal with non-compliance with licence conditions

Gambling

Providing pre application advice and guidance. Inspecting premises when new applications are made and inspecting existing premises when applying for a renewal. Obtaining evidence and taking enforcement action, which includes going to Court to deal with non-compliance with licence conditions. Liaising and working closely with the Gambling Commission.

Caravan Sites

Providing pre application advice and guidance. Inspecting premises when new applications are made and inspecting existing premises when applying for a renewal. Obtaining evidence and taking enforcement action, which includes going to Court to deal with non-compliance with licence conditions. Nighttime visits with site owners to check that holiday sites are vacated according to site licence conditions. Applying the Mobile Homes Act at residential sites including ensuring the appropriate fees are paid.

Premise and Personal Licensing

Providing pre application advice and guidance. Inspecting premises when new applications are made and inspecting existing premises when applying for a variation. Liaising with the statutory consultees and responsible authorities. Attending Licensing Committee to give evidence when objections are made to licences. Obtaining evidence and taking enforcement action, which includes going to Court to deal with non-compliance with licence conditions. Inspections to ensure compliance done during the day and night.

Boats & canoes

Providing pre application advice and guidance. Inspecting boats/canoes when new applications are made and inspecting existing boats/canoes when applying for a renewal. Obtaining evidence and taking enforcement action, which includes going to Court to deal with non-compliance with licence conditions.

Film classification

Receiving and viewing films that have not been classified by the British Board of Film Censors. Arranging a Licence committee meeting, circulation the films and assisting members to decide on the film classification. Confirming classification with the applicant.

Sex establishments

Providing pre application advice and guidance. Inspecting premises when new applications are made and inspecting existing premises when applying for a renewal. Obtaining evidence and taking enforcement action, which includes going to Court to deal with non-compliance with licence conditions.

Pavement licensing

Providing pre application advice and guidance. Inspecting premises when new applications are made and inspecting existing premises when applying for a renewal. Obtaining evidence and taking enforcement action, which includes issuing statutory notices, removing tables and chairs, and going to Court to deal with non-compliance with licencing legislation and conditions.

CORPORATE RESPONSIBILITIES

- Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
- To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
- To actively demonstrate the values and behaviours of the council.
- To ensure our customers are valued by considering their views and needs in all that we do.
- To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
- To communicate openly and honestly with colleagues, members, and customers.
- To undergo any training necessary to be able to fulfil the requirements of the job.
- To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

Folkestone & Hythe District Council Person Specification

Post Title: Licensing Officer

Important Information for Applicants:				
The criteria listed in this person specification are the requirements for the post. Your application needs to demonstrate clearly and concisely how you meet each of the criteria. If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.				
Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential <ul style="list-style-type: none"> Good basic education to GCSE Grade 4 or above or the equivalent (including Maths & English) Relevant Licensing qualification or willingness to undertake. 	✓		
	Desirable <ul style="list-style-type: none"> Institute of Licensing qualification(s). A relevant Degree or higher-level qualification. 	✓		
Experience and Knowledge	Essential <ul style="list-style-type: none"> Recent and relevant experience in a related enforcement/compliance role. Understanding and knowledge of licensing and relevant investigative legislation such as the Police and Criminal Evidence Act 1984. 	✓	✓	
	Desirable <ul style="list-style-type: none"> Experience working in a Local Authority Licensing Team or in a Private Company/Solicitors specialising in Licensing. Court experience. Experience of prosecution work. 	✓	✓	

Skills and Abilities	Essential <ul style="list-style-type: none"> ▪ Ability to work as part of a team. ▪ Ability to operate on own initiative with minimal supervision. ▪ Excellent written and oral communication skills. ▪ High level of attention to detail and accuracy. ▪ Competent user of IT, particularly Microsoft Office. ▪ Proactive and committed to continued service and personal development. ▪ Ability to adapt and proactively organise and prioritise work effectively in order to meet deadlines and maintain high standards at all times. ▪ Ability to demonstrate a professional and customer orientated approach. ▪ Excellent interpersonal skills with the ability to operate and build excellent working relationships at all levels. ▪ Ability to practically apply the requirements of licensing legislation, codes of practice and guidance. ▪ Ability to work evenings and weekends as required. ▪ Ability to travel around the district in an efficient and effective manner. 	✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
	Desirable			