**JOB DESCRIPTION**

**REGENERATION & NEIGHBOURHOODS DEPARTMENT**

**JOB TITLE:** Technical Officer (Licensing)

**DIVISION:** Public Protection

**GRADE:** Band 8 – 11 (Development Scheme)

**RESPONSIBLE TO:** Trading Standards & Licensing Manager

**POST REFERENCE:**  103153

**Purpose of Post**

1. To carry out enforcement duties with regard to licensing including taxis, Licensing Act, Gambling Act, street trading and charity collections.
2. To provide appropriate technical advice to a varied audience.
3. To assist Environmental Health and Trading Standards Officers.

**Key Relationships**

1. To work with all sections of the community, including businesses, individuals & groups in promoting compliance with relevant legislation.
2. To work in partnership with other agencies to coordinate programmes of work.
3. To establish & maintain liaison with all relevant agencies.

4. To liaise with other council services to ensure efficient & effective service delivery.

**Main Duties and Responsibilities**

1. To carry out inspections, visits, investigations and other relevant activities in relation to Licensing matters including taxis, Licensing Act, Gambling Act, street trading and charity collections.
2. To take appropriate enforcement action under relevant legislation including the suspension of vehicle licences when required.
3. To process licence applications.
4. To contribute to the development of, and undertake, sampling and any necessary subsequent action required.
5. To assist in the planning, research and implementation of the sampling plan, surveys and projects and the reporting of such.
6. To assist in the development and implementation of educational, advisory and promotional activities.
7. To prepare criminal prosecution files and provide statements of evidence for legal proceedings and appear as necessary in Court as a Council witness.
8. To assist and contribute to the aims, targets and objectives of the Section, Department and the Council.
9. To provide technical advice to a varied audience including members of the public, traders, solicitors and other organisations.
10. To establish and develop effective working relationships with other council services and outside organisations.
11. To provide detailed reports and statistics and maintain records and information for the completion of relevant monitoring returns.
12. To prepare reports and attend meetings as required.
13. To maintain and develop professional competence.
14. To carry out related administrative work.
15. To participate in staff development in the section.
16. To assist in the implementation of suitable training programmes in respect of Student Environmental Health and Trading Standards Officers
17. To carry out any other duties reasonably expected of a Technical Officer, and which might reasonably be required or allocated by more senior staff.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 28th November 2019

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**