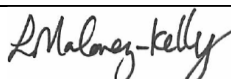
 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
DIRECTORATE:		ADMINISTRATION, DEMOCRATIC & ELECTORAL SERVICES	
SERVICE AREA:		LICENSING	
JOB TITLE		Apprentice Assistant Licensing Officer	
REPORTING TO:		Licensing Team Leader	
APPRENTICESHIP QUALIFICATION		Regulatory Compliance Officer – Level 4	
APPRENTICESHIP DURATION:		27 Months	
1.	JOB SUMMARY:		
	<p>To be responsible to the Licensing Team Leader for the effective and efficient performance of licensing services and for the enforcement of conditions relating to licences granted and administered by the authority.</p> <p>To work towards completion of the above Apprenticeship Qualification whilst gaining relevant on the job work experience.</p>		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1	To support the delivery of all Licensing regimes.	
	2	To participate in strategic improvement projects with the aim to ensure that the delivery will result in sustainable changes to systems, processes and people capacity.	
	3	To attend accompanied specific committees, groups and panels.	
	4	To deliver a high performing service at all times ensuring an enhanced customer focus whilst maximising and achieving operational effectiveness and productivity.	
	5	To assist and participate fully in the planning, preparation and development of policy documents in accordance within current licensing framework.	
	6	To contribute to the development of a service plan and the monitoring of.	
	7	To support the Licensing Team Leader in the granting of licenses, inspection of licensed and registered premises, persons, and vehicles. This includes assisting with the inspection of licensed premises, persons, vehicles and records for compliance, and assisting with the inspection of premises where it is suspected that unlicensed activities are being undertaken contrary to legislation enforced/administered by the authority. To liaise with other agencies regarding such matters.	
	8	To assist with the investigation of complaints from Councillors and members of the public as directed and supervised by the Licensing Team Leader regarding breach of licence conditions and performance of activities for which a licence/registration is required but has not been obtained.	
	9	To support the enforcement of licensing legislation, conditions and policies in and out of normal working hours. To include evenings, weekends & occasional Bank Holidays.	
	10	To provide a customer focused service including the provision of advice and guidance to the public, trade members / licensees and other agencies including technical advice to applicants on all aspects of the licensing function.	
	11	To accurately record and monitor enforcement activity. Setting up legal / committee / complaint files, taking witness statements, conducting PACE interviews and collating evidence.	

	12	To prepare accurate records, committee reports & prosecution files regarding inspections, visits and complaints, containing sufficient detail to support legal proceedings.		
	13	To grant or refuse applications for licenses as directed and supervised by the Licensing Team Leader using any powers delegated by the appropriate Council Committee(s) and to produce/present statements for any consequential appeal hearings, to magistrates, crown and appeal courts.		
	14	To inspect vehicles which are subject to new applications and existing Hackney Carriage and Private Hire Vehicle licenses with a view to ascertaining their suitability and acceptability for such use in line with the Councils Policies.		
	16	Service of summonses of prosecution purposes and other notices of enforcement to include suspension and revocation letters.		
3	GENERAL			
	<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder</p> <p>Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.</p> <p>Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.</p> <p>Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development</p> <p>Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council</p> <p>Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.</p> <p>Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p> <p>Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p>			
		Name	Signature	Date
Job Description written by (Manager)		Leanne Maloney-Kelly		26.05.21
Job Description agreed by (Apprentice)	

PERSON SPECIFICATION

Job Title	APPRENTICE ASSISTANT LICENSING OFFICER	
Directorate / Service Area	ADMINISTRATION, DEMOCRATIC & ELECTORAL SERVICES	LICENSING

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Minimum 5 GCSEs Grade C/4 or above or equivalent Level 2 qualifications (must include English & Maths)	A Level 3 qualification (A-levels, BTECs)	Application form / Certificates
Experience	Working as part of a team (this could be in a sporting, educational, work or social setting) as well as demonstrating use of own initiative	Experience of regulatory services	Application / Interview / Reference
Knowledge & Skills	<p>Ability to work to deadlines</p> <p>Excellent IT Skills including ability to use Microsoft Office e.g. Word and Excel.</p> <p>Good communication skills - listening, spoken and written.</p> <p>Report writing skills</p> <p>Be articulate and able to communicate with a wide range of people</p>	<p>Investigation/evidence gathering skills</p> <p>Negotiation Skills</p> <p>Knowledge of Regulatory Services</p> <p>Knowledge of licensing laws and procedures</p>	Application / Interview / Reference

	<p>Ability to organise own workload and work to deadlines</p> <p>Work effectively under pressure.</p>		
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Committed to own personal development</p> <p>The personal demeanour and credibility, which inspires confidence and motivates colleagues</p> <p>High personal standards of self-discipline</p> <p>Highly motivated, energetic, not easily discouraged</p>	<p>Ability to think widely and solve problems logically</p> <p>Ability to be assertive where appropriate</p>	<p>Application / Interview / Reference</p>
Other requirements	<p>Ability to or willingness to work towards independent travel around Borough</p> <p>Flexibility to work outside normal office hours / weekends when required</p>		<p>Application / Interview</p>

Person Specification dated May 2021