2021 VAC 222

**Person Specification**

**Job title: Senior Licensing Officer**

**Note to applicant - You should pay particular attention to the essential criteria below and provide evidence of how you consider you meet them as part of your application. Failure to do so may mean that you will not be shortlisted.**

|  |  |
| --- | --- |
| **Essential Criteria** | **Method of Assessment** |
| **Qualifications /** **Professional Registration/****Membership** | 1. Holding a recognised

 licensing qualification  | Application Form/Certificates |
| **Experience**  | 1. Significant experience of working in a local authority licensing service
 | Application Form/Interview |
| 1. Experience of supporting the delivery of effective performance and continuous improvement
 | Application Form/Interview |
| 1. Experience of enforcing legislation and handling criminal evidence
 | Application Form/Interview |
|  | 1. Experience of working with partner agencies to deliver on service objectives
 | Application Form/Interview |
|  | 1. Experience of contributing to service planning, including developing policies, objectives and target setting
 | Application Form/Interview |
|  | 1. Experience of working with computerised recording systems
 | Application Form/Interview |
| **Skills, Knowledge, Ability (including ability** **to develop knowledge,** **skill or experience)** | 1. Knowledge of hackney carriage and private hire, alcohol and entertainment, street trading and gambling licensing is essential
 | Application Form/Interview |
| 1. Knowledge of other areas of licensing such as scrap metal dealers, animal welfare and charitable collections etc is advantageous.
 | Application Form/Interview |
| 1. Effective presentation, communication and interpersonal skills and ability to apply these to a variety of audiences
 | Application Form/Interview |
|  | 1. Ability to take responsibility, act on initiative and respond to unanticipated problems and situations and work collaboratively
 | Application Form/Interview |
|  | 1. Ability to work through problems, evaluate risks and offer practical solutions.
 | Application Form/Interview |
|  | 1. Be able to communicate effectively utilising a range of methods in order to share and obtain information
 | Application Form/Interview |
|  | 1. Able to persuade, negotiate and influence effectively.
 | Application Form/Interview |
|  | 1. Be able to provide excellent customer service by being able to delight customers and deliver high quality tailored services to meet needs and exceed expectations.
 | Application Form/Interview |
|  | 1. Be socially confident and self-assured when meeting new people
 | Application Form/Interview  |
|  | 1. Must be resilient in a range of working situations.
 | Application Form/Interview |
|  | 1. Able to conceal emotions or feelings in the workplace
 | Application Form/Interview |
|  | 1. Ability to prioritise work
 | Application Form/Interview |
|  | 1. Able to see tasks through to completion, ensuring they are completed on time or to deadlines and to a high degree of accuracy.
 | Application Form/Interview |
|  | 1. Knowledge of the Idox Uniform System is advantageous
 | Application Form/Interview |
|  | 1. Ability to use MS Office365 or equivalent is essential
 | Application Form/Interview |
|  | 1. To demonstrate the Council’s values.
 | Application Form/Interview |
| **Work Related Circumstances/****Values of the Council** | Commitment to Equal Opportunities | Application Form/Interview |
| Compliance with health and safety rules, regulations, and legislation | Application Form/Interview |
|  | Ability to meet the travel requirements of the post | Application Form/Interview |
|  | The ability to work outside of normal working hours to meet the needs of the service, and be flexible in own working arrangements according to the demands of the post | Application Form/Interview |