

# **JOB DESCRIPTION**

## **July 2021**

<b>Designation:</b>	<b>Licensing Officer (Covid-19) Temporary</b>
<b>Grade:</b>	<b>Stroud Grade 4</b>
<b>Hours:</b>	<b>37 hours per week</b>
<b>Location:</b>	<b>Council Offices, Ebley Mill, Ebley Wharf, Stroud</b>
<b>Job Purpose:</b>	<b>To assist in delivering the Council's licensing functions including compliance and enforcement visits and inspections</b>
<b>Responsible to:</b>	<b>Principal Licensing Officer</b>
<b>Responsible for:</b>	<b>Not applicable</b>

### **KEY DUTIES**

- To assist the Principal Licensing Officer in administration and enforcement of all relevant licensing functions.
- To carry out enforcement and licensing inspections of premises, sites, events and vehicles in relation to licensing compliance and ensuring covid secure measures are in place. Licence types may include but are not exclusively Licensing Act 2003, Gambling Act 2005, Taxi and Private Hire, street trading, scrap metal, HMOs, tattooists and acupuncture, and caravan sites
- To investigate, respond to and action complaints and service requests in relation to all aspects of licensing.
- Provide advice and information to applicants, licensees, businesses, Members, officers, other agencies and the public relating to Licensing activities and covid compliance.
- To undertake any other such duties as may be reasonably required, including work outside normal office hours by prior arrangement as appropriate which could include evening meetings or out of hours enforcement activities
- Work subject to deadlines involving changing problems, circumstances or demand.

### **SKILLS AND KNOWLEDGE**

- Excellent communication skills both verbal and written
- Confidence in acting in an enforcement capacity
- Good knowledge of licensing legislation and procedures.
- Good understanding of Covid compliance
- An understanding of administrative processes and systems
- Experience of working with the public
- IT Literate
- Ability to manage own time and workload

Ability to undertake work of a variety of advanced tasks, confined to one function

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or area of activity, which requires detailed knowledge and skills in a specialist discipline.

### **COMPLEXITY AND CREATIVITY**

- Interpreting and implementing licensing requirements
- Interpreting and implementing Government Covid-19 regulations and advice
- Providing solutions to problems relating to the service
- Responds to queries and complaints

Work largely regulated by laid down procedures, but needing occasional creative skills to deal with routine problems.

### **JUDGEMENT AND DECISIONS**

Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

### **CONTACTS**

- Applicants and licence holders
- Members and staff of the Council
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public

Contact required in respect of service delivery issues which may not be straightforward and that require the provision of advice and guidance and/or the initiation of action.

### **RESOURCES**

- Responsible for the security and confidentiality of personal data
- Responsible for the taking and processing of all payment types including handling cash, cheques and card payments over the phone and on-line

### **TRAVEL DESIGNATION**

- HMRC mileage rates

### **GENERAL**

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the

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- Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
  - To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
  - To undertake all training and development initiatives as required.
  - To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
  - To work within the requirements of the Council's Environmental Policy and Management System.
  - To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

*This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*