Senior Licensing Officer – Licensing Service

SCP 29 £25,694 – SCP 37 £32,164

Working 36.50 hours per week

Ashted Lock, Birmingham Science Park, Aston, Birmingham B7 4AZ

We are seeking 2 Senior Licensing Officers to join our General Licensing team that administers licence applications, registrations and permits under a variety of legislation including the Licensing Act 2003, Gambling Act 2005, Scrap Metal Dealers Act 2013 as well as a range of other consents including Charitable Street Collections, House to House Collections and Sex Establishment licences.

You will need to be able to demonstrate extensive experience and understanding of the above legislation and of licensing principles. You will be responsible for supervising a team of Licensing Officers, as assigned, offering them guidance and support and ensuring that licence applications are administered appropriately in accordance with the Council’s policies and procedures. Duties will also include writing and presenting reports to Licensing Committees, and giving evidence in respect of any subsequent appeals to the Magistrates Court.

For informal enquiries please contact David Kennedy / Chris Neville on 0121 303 9793 / 303 6111

Ref No: PL0312016

Closing date: 23 November 2016

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”

“The City Council is currently consulting on potential changes to its terms and conditions (in line with its s.188 notice) which may have an impact on any contract of employment that is offered should the candidate be successful”
The Place Directorate

Job Description

Post: Senior Licensing Officer       Salary/Grade: GR4
Division: Regulation & Enforcement   Section: General Licensing

1. **Job Purpose**

To assist the Principal Licensing Officer & other appointed Senior Licensing Officer to supervise and administrate all aspects of licensing dealt with by the General Licensing Section including the processing of applications, advice on Council Policies and licensing requirements, attendance at Committee meetings & Magistrates Court including the preparation of Committee reports and witness statements / appeal files in response to contested applications and subsequent appeals against Committee decisions.

To work well with all Senior Managers and the other appointed Senior Licensing Officer, be responsible for the supervision and management of staff, as assigned, in accordance with Birmingham City Councils policies and procedures including management of absence policy.

2. **Duties and Responsibilities**

1. To be responsible for the day-to-day administration of the General Licensing team involving the supervision of up to 9 x Licensing Officers and 1 x Committee Support & Appeals Officer (as assigned) under the direction of the Principal Licensing officer.

2. Responsible for giving detailed guidance and support to Licensing Officers, Licensing Enforcement Officers and others regarding the legislation administered by the section in particular the Licensing Act 2003 & Gambling Act 2005.

3. Responsible for checking to ensure that applications have been administered appropriately and for the approval / issue of licences, under delegated authority, in accordance with the statutory provisions and the policies & procedures of the Licensing & Public Protection Committee.

4. To assist the Principal Licensing Officer in liaison with Responsible Authorities and Licensing Enforcement Staff with regard to enforcement of the legislation and the investigation of complaints.

5. To assist the Principal Licensing Officer to collate, record and maintain performance statistics and other information as may be required, including the maintenance of records accessed via People Solutions and The Birmingham City Council Portal.
6. To attend Licensing Sub-Committee Meetings and present reports as directed by the Principal Licensing Officer.

7. To assist the Licensing Sub-Committee with advice on licensing policies, practices and procedures and to assist in the implementation of Committee policies as required.

8. To attend Magistrates Court and prepare appeal files in response to appeals lodged against Licensing Sub Committee decisions.

9. To be aware of the new technology requirements affecting the licensing function including the maintenance of an efficient computer system.

10. To ensure that all licence fees are received and correctly receipted and that proper accounts are maintained.

11. If required to undertake site visits and/or inspection of premises as part of an ongoing monitoring of licensing conditions.

12. To act as an Authorised Officer for the City Council for all legislation under the City Council’s Scheme of Delegations delegated to the Licensing & Public Protection Committee.

13. To assist the Principal Licensing Officer with implementation of procedures relating to customer care, data protection, access to information and health and safety.

14. Any other duties commensurate with the grading of the post specifically relating to the licensing functions administered by the General Licensing Section.

15. To deputise for the Principal Licensing Officer as and when required.

3. **Supervision Received**

3.1 **Supervising Officer Job Title**

Principal Licensing Officer

3.2 **Level of Supervision**
Left to work within established guidelines subject to scrutiny by supervisor.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

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<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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<tbody>
<tr>
<td>Licensing Officer</td>
<td>GR3</td>
<td>9</td>
<td>Regularly supervised with work checked by supervisor</td>
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<td>Committee Support &amp; Appeals Officer</td>
<td>GR3</td>
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5. **Special Conditions**

None

Observance of the **City Council’s Equal Opportunities Policy** will be required.
**Job Title:** Senior Licensing Officer  
**Grade:** GR4  
**Division:** Regulation & Enforcement  
**Section:** General Licensing  

**Method of Assessment (M.O.A.)**  
A.F. = Application Form; I = Interview;  
T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
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<tr>
<td><strong>Education/Qualifications</strong></td>
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<td>NB: Full regard must be paid to overseas qualifications.</td>
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<td><strong>Experience</strong></td>
<td>Extensive experience &amp; knowledge of all legislation administered by the section in particular the Licensing Act 2003 &amp; Gambling Act 2005 in order to give detailed guidance and support to Licensing Officers, Licensing Enforcement Officers and others regarding the legislation.</td>
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<td>(Relevant work and other experience)</td>
<td>Managing/Supervising a team or work group responsible for delivering a busy front line service.</td>
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<td>Experience of producing and presenting reports to Committee hearings / public meetings and giving evidence at Magistrates Court.</td>
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<td><strong>Skills &amp; Ability</strong></td>
<td>Ability to produce clear and concise non-standard letters &amp; e-mails and formal reports.</td>
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<td>e.g. written communication skills, dealing with the public etc.</td>
<td>Ability to maintain, produce and present accurate financial and statistical information in an appropriate format.</td>
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<td>Ability to understand and apply legislation.</td>
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<td>Training</td>
<td>Ability to organise and prioritise work-load for self and others within a changing and flexible environment.</td>
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<td>AF/I</td>
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<td>Other</td>
<td>Willingness to attend and participate in training courses</td>
<td>AF/I</td>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.