

THE BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

JOB DESCRIPTION

JOB TITLE	Part Time Assistant Licensing Officer
SERVICE AREA	Legal, Governance & Licensing
SECTION	Licensing
POST NO	HH129b

MAIN PURPOSE OF JOB

The Licensing team forms part of the Council's Legal, Governance and Licensing Directorate. The team is responsible for the administration, compliance and enforcement of a diverse range of licensing services and the respective legislation, regulations and guidance.

As an Assistant Licensing Officer, you will be mainly office based and responsible for carrying out the administration relative to compliance and enforcement of all licensing functions.

KEY AREAS

1. To carry out investigatory work relative to all licensing functions within the Borough in accordance with the Council's policies and procedures.
 2. Assist Licensing Officers investigating non-compliance for the following licensing functions – Hackney Carriage & Private Hire Driver, Vehicle and Operator / Premises licensed under the Licensing Act 2003 / Holiday Caravan Site Licensing & Tents / Premises licensed under the Gambling Act 2005 / Animal Welfare Licensing including Dangerous Wild Animals and Zoos / Sex Establishments / Charitable Collections.
 3. To search a wide range of online and other platforms, submitting the necessary data requests to gather and record information/evidence whilst ensuring RIPA and other relevant legislation is adhered to.
 4. Produce accurate letters and emails to ensure effective correspondence with members of the public, other internal departments and outside organisations.
 5. Maintain up to date knowledge of licensing and other relevant legislation and guidance.
 6. Draft accurate and detailed reports relative to investigatory work undertaken by yourself and/or the wider team.
 7. Produce detailed witness statements and exhibit all relevant evidence gathered.
 8. Attend Hearings, Tribunals and Court to present evidence as necessary, maintaining professionalism whilst representing the Council.
 9. Carry out other duties commensurate with the role as and when required by the Line Manager/Licensing Service Manager/Assistant Executive Director for Legal, Governance and Licensing.
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MAIN DUTIES

1. To undertake both proactive and reactive investigatory work relative to the following legislation:
 - (a) Hackney Carriage & Private Hire Driver, Vehicle and Operator – The Local Government (Miscellaneous Provisions) Act 1976, Town Police Clauses Act 1847 and other associated legislation.

- (b) Alcohol, Regulated Entertainment and Late Night Refreshment activities under the Licensing Act 2003
 - (c) Holiday Caravan Site Licensing & Campsites – Caravan Sites & Control of Development Act 1960 / public health Act 1936
 - (d) Gaming, Betting, Machines, Bingo, Poker & Small Society Lotteries licensed under the Gambling Act 2005
 - (e) Animal Boarding, Breeding, Pet Shops, Exhibition and Riding Establishments including Dangerous Wild Animals and Zoos – Animal Welfare Act 2006 / The Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018
 - (f) Sexual Entertainment Venues, Sex Shops & Sex Cinemas – Local Government (Miscellaneous Provisions) Act 1982
 - (g) Charitable Street and House to House Collections – Police, Factories etc (Miscellaneous Provisions) Act 1916 / House to House Collections Act 1939.
2. Maintain an up to date basic level of knowledge in all relevant areas to ensure the difference between compliance and non-compliance is practiced and understood.
 3. To analyse and evaluate the results of investigations, identifying breaches of licensing legislation and reporting to senior officers.
 4. Proactively investigate the relevant legislation, producing detailed and accurate documentation where necessary.
 5. Where appropriate, assist senior officers conducting formal interviews using audio recording equipment in accordance with PACE.
 6. Where necessary gather evidence using surveillance techniques paying due regard to the requirements of the Regulation of Investigatory Powers Act 2000 (RIPA).
 7. As required attend Hearings, Tribunals and the Court to give evidence under oath.
 8. Be responsible for ensuring that any information collected, recorded, analysed or reported whilst undertaking the duties of this post is reliable, accurate, timely and is of good quality to enable future business continuity and support any potential enforcement action.
 9. Ensure that all documentation is handled and stored securely in accordance with GDPR and other relevant legislation, and is held electronically using the IT systems supplied.
 10. Where necessary, carry out further investigation and evidence gathering post Court/Tribunal to ensure compliance with the relevant legislation.
 11. The maintenance of good working relations with other members of staff and Council Sections including the Legal team, Borough Councillor's, Town and Parish Councils, and other key stakeholders.
 12. Design and implement campaigns/initiatives to raise public awareness of licensing related issues e.g. production of animal welfare leaflets, press releases etc as necessary.
 13. To carry out duties outside of normal working hours from time to time as necessary and to assist other officers in the investigation of unlicensed activity, executing search warrants, carrying out test purchase operations etc
 14. Carry out other such duties as the Line Manager/Licensing Service Manager/Assistant Executive Director Legal, Governance & Licensing may properly require from time to time, which are considered appropriate to the grade.

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PERSONAL SPECIFICATION

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CRITERIA FOR SUCCESSFUL PERFORMANCE IN THE JOB

Knowledge

Essential

- A good standard of general education with a minimum of 5 GCSE's at grade C and above including English and Mathematics.
- Knowledge and experience of spreadsheets, databases, word processing systems and social media platforms.
- A clear understanding of investigatory procedures including RIPA.
- Basic knowledge of licensing functions and legislation.
- The ability to research, analyse, interpret and present accurate and detailed information.
- Minimum of 2 years previous experience of working in an office environment.
- Hold a current valid driving licence or can demonstrate the ability to travel as required using own or public transport in the most effective manner.

Desirable

- Experience of investigatory work in similar field.
- Experience of court/appeal procedures

Skills

Essential

- Ability to communicate competently and effectively at all levels.
- Effective written and oral communications skills, with ability to generate reports, letters, emails etc.
- Ability to manage own workload and prioritise tasks.
- Ability to analyse and evaluate the results of investigations and to identify and recommend appropriate action/s.
- Ability to work to a high level of accuracy
- Collate and gather evidence where necessary.
- Demonstrable ability to read and interpret maps, plans, legislation and guidance.
- Computer Literate in MS Office applications, Word, excel & outlook and use of software case management and recording systems.
- Confident presentation of evidence and advice at meetings, committees, hearings, Tribunals and Courts

Attitude

Essential

- Ability to work as part of a team and on own initiative.
- Ability to work with difficult people in potentially contentious situations.
- A commitment to the production of high quality work.
- Enthusiasm, adaptability, openness to change.
- Commitment to continuous improvement, accomplishment of tasks and quality/customer care
- Flexible in relation to hours of work – (The nature of the work connected with this post may require the post holder to undertake work outside of normal office hours).
- Prepared to make judgments on own initiative within policy guidelines.
- High degree of self-motivation.
- Ability to exhibit a high degree of professionalism and possess a positive attitude to quality procedures.