

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE	:	Public Health & Communities
SECTION	:	Public Protection
LOCATION	:	Number 1 Riverside, Smith Street, Rochdale
JOB TITLE	:	Licensing Senior Officer
POST NUMBER	:	
Grade	:	Grade 7
Accountable to	:	Licensing Specialist Lead Officer Licensing Operational Manager Head of Public Protection Assistant Director – Public Protection & Customers Director – Public Health & Communities
Accountable for	:	None
Hours of Duty	:	37 hours. Flexible working hours and work life balance in operation in accordance with service requirements including occasional out of hours working as required. Approximately 20% of the time (<i>subject to review</i>) will fall outside the normal flexible working hours and will be arranged in consultation with the Licensing Specialist Lead Officer.
Any Special Conditions of Service	:	Occasional out-of-hours working above the 20% as enforcement needs dictate and attendance at evening meetings as required, which will be compensated for in accordance with local conditions of service. Casual Car User Allowance is payable. The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council. This post is not Politically Restricted in accordance with the current regulations.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART

Please see the attached organisational chart for the Public Protection Section.

PURPOSE AND OBJECTS OF THE JOB

To implement Public Protection legislation within the designated area of work of Licensing for which the postholder has an appropriate level of professional competence, and (where appropriate) in other areas of work undertaken by the Licensing section.

Control of Resources

- Personnel** : None (other than to mentor and support staff placed temporarily under the post holder's control, eg trainees, temporary staff, work experience students, etc).
- Financial** : Responsible for working in accordance with the financial regulations and procedures of the Authority.
- Equipment/Materials** : Responsible for the safe, efficient and effective use of equipment and materials used by the postholder and the proper maintenance of record systems.
- Health/Safety/Welfare** : Responsible for the health, safety and welfare of self and others in accordance with Service and Council Policy Statements.
- Equality and Diversity:** To work in accordance with the authority's policy relating to the promotion of Equality and Diversity.
- Training and Development :** The postholder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements, in accordance with the Council's Employee Development Scheme.

Relationships (Internal and External)

- Internal** :
 - Director – Public Health & Communities, Assistant Director – Public Protection & Customers, Head of Public Protection, Operational Managers, Specialists and all other staff within the Section, Service and Service Group
 - Senior managers, officers and staff within other Service Groups and partner agencies
 - Elected Members
 - Trade Union Representatives
- External** :
 - Members of the public, representatives of local / community groups, voluntary organisations and the business community
 - Officers of other local authorities, Joint Units, Government Departments and other public agencies.
 - Members of Parliament

Responsibilities

- The postholder must** :
1. Perform his/her duties in accordance with legislation, the council's policies and procedures including the Code of Conduct for members and officers, Service codes of practice, approved Delegation Scheme and any other policies adopted by the Service
 2. Perform his/her duties in accordance with Rochdale MBC's Equality and Diversity Policy.
 3. Ensure that Rochdale MBC's commitment to public service orientation and care of our customers is provided.
 4. Be able and willing to render regular and efficient service to undertake the duties of the post.

Principal Duties:

1. To carry out the duties and responsibilities of a professionally competent officer in the area of Licensing and for that purpose, to implement the council's approved policies and statutory duties in relation to all appropriate aspects of Public Protection as required.
2. In relation to the technical area of Licensing, to implement the council's approved policies and statutory duties in relation to licensed premises, persons and vehicles and to;
 - undertake investigations and take any necessary remedial action to ensure compliance with legislative standards;
 - investigate complaints and undertake service requests (as allocated);
 - prepare reports on infringements of legislation (whether for prosecution or alternative method of disposal); and where necessary to appear as a witness on behalf of the council at courts of law, public inquiries, tribunals and at other outside meetings as required;
 - undertake surveys, surveillance, research activities and project work as and when required;
 - carrying out interviews, tests, inspections or similar procedures to effectively ascertain the fitness/appropriateness of applicants, their vehicles or premises;
 - preparation of question papers for Area knowledge Tests, and assessing applicants in accordance with the criteria; informing the applicant of the outcome of the test; offering advice and guidance to applicants who have failed the test; and where appropriate preparing a refusal letter;
 - where appropriate, issuing immediate suspensions or defect notices on vehicles where compliance is not met;
 - undertaking reactive/proactive inspections/investigations and In respect of the Health Act 2006, and issuing fixed penalty notices;
 - contribute to all other appropriate activities undertaken by the Licensing team.
3. Where required, to implement new approaches to service delivery methodologies (eg interventions, proactive / intelligence-led initiatives).
4. To maintain effective liaison with other enforcement agencies and to foster partnership working.
5. To take part in joint initiatives with agencies including GMP, Customs and Excise, Gambling Commission and other council services, prepare and supply information for these initiative and then prepare reports for the Licensing Officer setting out the relevant outcome data.
6. To refer applicants or licensed individuals to the council's medical advisers, outlining any medical condition in relation to the council's adopted medical guidance, and where appropriate to correspond with Specialist Consultants and GP's.
7. As an authorised signatory for the Disclosure Barring Service (Criminal Records Bureau), to check and scrutinise documentation and to authorise the application.

8. To advise local residents, businesses and trade associations on all aspects of Licensing legislation; and including the giving of talks, presentation of displays etc, in accordance with the section's educational role; and to assist generally with the promotion of schemes affecting all aspects of Public Protection, as allocated by the section.
9. To effectively service the work of the Council's Licensing Committee and Licensing Sub-committees, and Licensing Panels, with respect to enforcement matters.
10. To maintain all pertinent records (manual and computerised) to comply with requirements of the section, service, service group, council or government.
11. To ensure that council equipment allocated to the officer is kept in good working condition.
12. To keep up to date with developments within Licensing and Public Protection more generally.
13. To positively represent the Licensing Team and Public Protection Service at council meetings, working groups, public meetings, and advisory groups (both internal and external to the council).
14. To handle all information in line with current data protection policies and legislation.
15. To act as a positive role model and as an effective member of a team within the Public Protection section.

Values and Behaviours

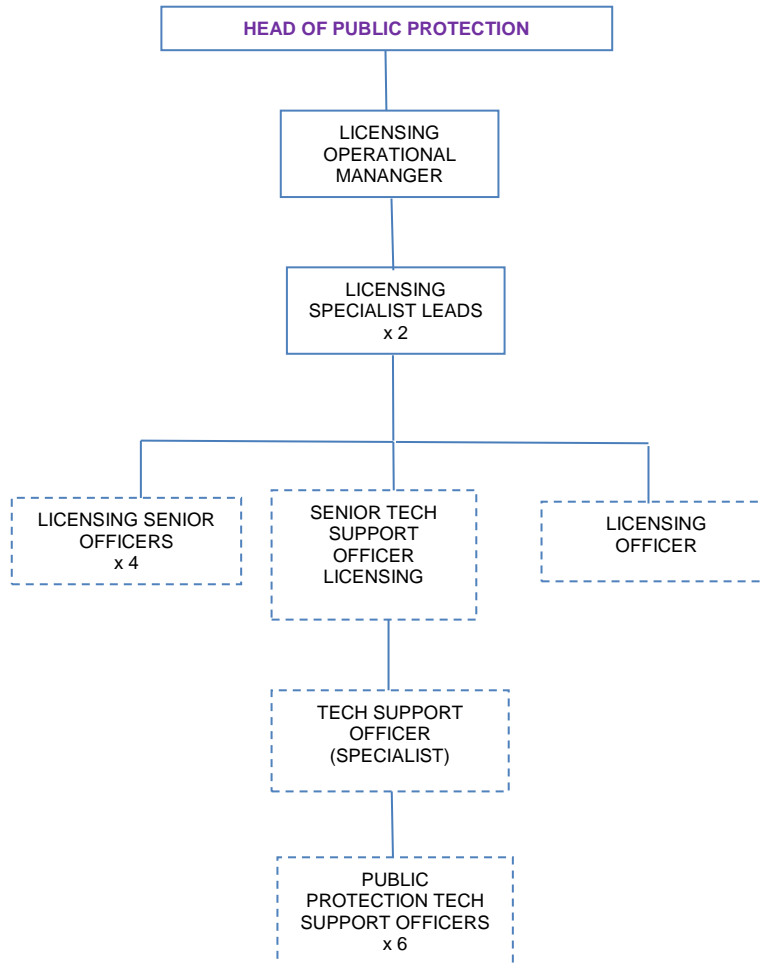
1. Approach the job at all times using the values set out in the Rochdale Way:
 - Proud
 - Passionate
 - Pioneering and Open
2. Be aware of and apply the Rochdale Way behaviours at all times.

Secondary Duties:

1. To assist, as necessary, with administrative aspects of licensing functions.
2. When required, to assist senior officers in the induction of new employees
3. To contribute to the efficient and effective use of ICT systems in connection with work of the Public Protection section
4. To deal with all correspondence and media enquiries in accordance with the agreed arrangements for timely responses.
5. To assist the Licensing Operational in dealing with those who have a complaint about services (both internal and external customers).
6. To deputise, as appropriate and necessary, for the Licensing Specialist Lead Officer.
7. To participate in the Council's Emergency Planning arrangements.
8. To participate in a Duty Officer rota.
9. To participate in in-service training, both as a trainer and a trainee as required, to ensure staff of the Service are adequately trained.

10. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Director in consultation with the postholder and, if she/he wishes, with her/his trade union representative.

Organisational Chart



Job Description prepared by : J Alom

Date : April 2024

Agreed by Postholder :

Date :

Supervisor :

Date :

Head of Service :

Date :

**Rochdale Borough Council
Person Specification**

Service :	Neighbourhoods	Post:	Licensing Senior Officer
Section :	Public Protection	Post Number :	
Job Ref:		Grade:	Grade 7

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Please confirm you are able to work out-of-hours as enforcement needs dictate, including regular contractual work and evening meetings as necessary	E	AF / I
2 Required to undertake a certain amount of travelling in the course of the duties.	E	AF / I
3 Are you willing to travel to undertake your duties for which appropriate car allowance will be paid	E	AF / I
(b) Qualifications and Experience		
1 Please detail your experience of working across the full range of licensing functions; including liquor, public / private hire, gambling, street trading, scrap metal, etc.	E	AF / I
2 What is your knowledge/experience of investigatory / regulatory work	E	AF / I
3 What is your experience of working with the public and other agencies, including a demonstrable understanding of the concept of customer care	E	I
(c) Skills and Knowledge		
1 Please detail your sound knowledge of legislation and best practice relating to the full range of Licensing duties	E	AF / I
2 Flexible approach and willingness to work outside traditional professional boundaries	E	AF / I
3 Please give details of your ability to interpret and apply legislation across the range of duties within Licensing team	E	AF / I
4 Please give details of your ability to communicate complex information effectively both in writing and verbally to a range of audiences	E	AF / I
5 Please give details of your ability to work closely with partners and to develop positive working relations	E	I
6 How are you able to establish relationships of trust whilst retaining objectivity and impartiality	E	AF / I
7 Please demonstrate your ability to show sound judgement in the making and implementation of decisions	E	I
8 Please give details of your ability to effectively organise own workload, meet targets and deadlines and work under pressure	E	I

9	Please give details of your ability to negotiate effectively and persuade others to a particular view	E	I
10	Please give details of your ability to access, interrogate and maintain electronic information systems, databases and files	E	I
11	How are you able to work as part of a team, and with minimal supervision	E	I
12	Please give details at how you are able to be resilient, self-motivated with a positive attitude and ability to progress matters to a conclusion.	E	AF / I
(d) Behaviours and Values			
1	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proud <input type="checkbox"/> Passionate <input type="checkbox"/> Pioneering and Open <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF / I