



TRAFFORD
COUNCIL

Licensing Assistant

Role Profile

Service: Place – Regulatory Services
Grade: Band 3
Reporting to: Senior Licensing Officer
Responsible for: No direct reports

About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Working together to build the best future for all our communities / everyone in Trafford.

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It's about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Your Main Priorities

- To support the work of the Licensing Team in the effective administration of licence applications, registrations etc
- To provide administrative support for the programme of licensing training events.

Key duties

- To assist in the processing of licence applications issued by the Licensing Team.
- To respond to requests for advice, complaints and enquiries in a way which is timely and reflects good customer service.
- To create and maintain reliable, accurate and timely records in relation to relevant activities using all appropriate recording systems, including the collection and handling of appropriate fees.
- To provide an efficient and responsive customer service with advice and information via the telephone and in person during agreed hours of business.
- To liaise with colleagues and external partner agencies, referring matters to line management when appropriate.
- To make arrangements in relation to the administration of a series of taxi training events. This to include all communication to book people on to the courses and monitoring subsequent attendance as well as liaising with venues.
- To produce timely and accurate reports providing updates on the progress of training events.
- To respond positively to the challenge of cross team working within Regulatory Services.

About You

Qualifications and Professional Development

- Evidence of good educational attainment (5 GCSE's A-C, including English)

Experience and Knowledge

- 12 months experience of working in an administration/customer service role in Local Government/Public Service Authority.
- Experience of dealing with members of the public
- Maintenance of recording systems including databases
- Understanding of the requirements of the Data Protection Act
- Broad understanding of the services provided within the setting

Skills and abilities

- Ability to communicate effectively with colleagues and customers both verbally and in writing.
- Ability to construct letters and reports that are clear, concise and are appropriate to the needs of the recipient, making full use of the technology available.
- Ability to plan and organise work tasks, under direction, to agreed deadlines
- Ability to use range of MS Office programmes (Word/Excel)
- Ability to work effectively in a team.

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Prepared/revised by: GL/JMT

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.