

**RICHMONDSHIRE DISTRICT COUNCIL  
ENVIRONMENTAL HEALTH  
JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>Licensing Officer</b>	<b>POST NUMBER</b>	<b>ENVT EHO 09</b>
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**MAIN PURPOSE OF JOB:**

To assist the Environmental health and housing manager in all aspects of the Council's licensing function by providing an efficient, effective and economic service

**SUPERVISORY/MANAGERIAL RESPONSIBILITIES:**

To assist with the training of trainees (eg apprentices) where required.

**SUPERVISION AND GUIDANCE:**

Responsible to the Environmental Health and Housing Options Manager.

**RANGE OF DECISION MAKING:**

Determining applications under specific legislation in accordance with Council policies.

Determining whether a person is "fit and proper" to be the holder of a licence and to take any appropriate enforcement action.

Investigation of complaints about licensing matters, evaluation of information and assessment whether any contraventions have taken place and decide on appropriate enforcement action where required.

Undertaking inspections and investigations of licensed premises and vehicles to assess their compliance with licensing conditions and deciding on an appropriate course of action to secure compliance where appropriate.

Make recommendations to Environmental Health and Housing Options Manager and initiate improvements to service provision.

Make recommendation for legal action in relation to the investigation of offences for consideration by the Licensing Committee as appropriate. Preparation of evidence and presentation in court.

Representing the Licensing service at Council meetings, working groups and relevant outside organisations in relation to the work of the licensing function.

**RESPONSIBILITY FOR ASSETS, BUDGETS, MATERIALS, ETC:**

Responsible for the security of Criminal Records relating to persons applying for or having a licence.

Responsible for ensuring electronic and paper records are correctly and securely maintained.

Maintaining public registers within the scope of the Licensing Team.  
Assist the Environmental Health and Housing Options Manager with policy setting on fees and charges for licensing functions.

Responsibility for day to day monitoring of income from fees and charges for licensing functions.

**RANGE OF DUTIES AND RESPONSIBILITIES:**

<p>Manage and develop people</p>	<ul style="list-style-type: none"> <li>• To liaise with and supervise the work of the Technical staff in relation to work within the scope of their function.</li> <li>• To assist with the training of trainees (eg apprentices) where required.</li> </ul>
<p>Operational services</p>	<ul style="list-style-type: none"> <li>• To process applications for licences and registrations which fall within the remit of the Council and the Environmental Health and Housing Options Service.</li> <li>• To communicate with statutory consultees and relevant stakeholders in connection with licence applications.</li> <li>• To inspect premises and vehicles for compliance with regulations and licence conditions including visits outside normal working hours as required.</li> <li>• To ensure that hackney carriage and private hire vehicles are subject to mechanical examination by approved garages at appropriate intervals.</li> <li>• To undertake checks on licence applications (where appropriate) with the DBS.</li> <li>• To investigate requests for service, including interviews with members of the public, licence holders and other stakeholders, and where necessary initiate appropriate enforcement action.</li> <li>• To maintain appropriate records in relation to licences.</li> <li>• To undertake ad hoc visits and research to ascertain whether illegal or unauthorised operations exist and take appropriate enforcement action.</li> <li>• To carry out such administrative duties commensurate with the post and to keep and maintain records</li> <li>• To operate ICT systems associated with this post.</li> <li>• To undertake such other duties of a comparable nature and level of responsibility as may be required from time to time by the Environmental Health and Housing Options Manager.</li> </ul>
<p>Innovation and creativity</p>	<ul style="list-style-type: none"> <li>• To undertake research, prepare reports with regard to new legislation, official guidance and specialist knowledge relating to the duties of the post.</li> <li>• To initiate the implementation of service improvements as agreed by the Environmental Health and Housing Options Manager.</li> <li>• To keep informed of licensing issues by regular exchange of information with colleagues, external contacts and through on-going training and continued professional development.</li> <li>• To prepare reports, schedules and estimates as may be required by the Environmental Health and Housing Options</li> </ul>

	<p>Manager.</p> <ul style="list-style-type: none"> <li>To assist in the development of new systems and, with training, keep up to date on ICT development affecting the work of this post.</li> </ul>
Information and communication	<ul style="list-style-type: none"> <li>To attend meetings, working groups, committees etc within the Council and with relevant outside organisations to represent the views of the Licensing Service as appropriate.</li> <li>To prepare reports and assist in the completion of statistical returns for statutory bodies and internal Performance Indicators, objectives and targets.</li> <li>To organise and co-ordinate licensing initiatives and special projects as required by the Environmental Health and Housing Options Manager.</li> <li>To undertake surveys and research on specific matters with a view to the development or review of policies and practices.</li> <li>To prepare statistics and other licensing data for Committee Reports and other purposes as required by the Environmental Health and Housing Options Manager.</li> <li>To liaise with licence holders and other stakeholders in respect of licensing matters.</li> </ul>
Enforcement	<ul style="list-style-type: none"> <li>To make recommendations for legal action for serious breaches of licence conditions, take statements and prepare evidence for legal proceedings and licensing committee hearings and, when necessary, give evidence in court.</li> <li>To ensure hackney carriage ranks are maintained in a satisfactory condition and that their conditions of use are being observed and taking appropriate enforcement action where necessary.</li> </ul>

**CONTACTS:**

Councillors (County, District, Town, Parish)  
Members of the public  
Business representatives  
All Council Officers  
Representatives of other Local Authorities  
Legal representatives of Council and business owners  
Government Agencies

<b>SPECIAL CONDITIONS OF SERVICE:</b> Grey Fleet
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Reviewed by: S Bagshaw	<b>ASSESSMENT DATE:</b> 23.09.2020
<b>Reviewed DATE:</b> Sept 2020	<b>ASSESSED BY:</b> JL/EL
	<b>POST GRADE:8</b>

Job Description agreed by postholder.....

Date.....