

**RICHMONDSHIRE DISTRICT COUNCIL
PERSON SPECIFICATION**

LICENSING OFFICER

Criteria will be assessed via the submitted application form (A), and Interview (I)

QUALITIES	ESSENTIAL	DESIRABLE
EDUCATION AND PROFESSIONAL QUALIFICATIONS	<ol style="list-style-type: none"> 1. 5 GCSE's (Grade A-C) or equivalent (A) 2. Professional Licensing Practitioner Qualification (Institute of Licensing) or equivalent (eg Qualification to NVQ level 4 in a relevant subject area or an equivalent level of knowledge from demonstrable direct work experience) (A) 	<ol style="list-style-type: none"> a. Educated to graduate level and membership of a relevant professional body or the equivalent demonstrable level of knowledge from directly relevant works experience.
EXPERIENCE	<ol style="list-style-type: none"> 3. At least 3 years' practical experience in a local government licensing position.(A) 4. Knowledge licensing laws and procedures (A) 5. To have dealt with customers within a regulatory environment to promote legal requirements and good practice (A) 6. Experience of working with information technology in an office/administrative environment including databases and word processing programmes based on Microsoft Windows. (A) 	<ol style="list-style-type: none"> b. Working knowledge of the requirements of the Police and Criminal Evidence Act 1984. (A) c. Experience of investigation and enforcement of licensing legislation including carrying out interviews under PACE.
PERSONAL COMPETENCIES	<ol style="list-style-type: none"> 7. Ability to organise own workload (A) 8. Investigation/evidence gathering skills (A) 9. Ability to demonstrate good team working skills (A) 10. Negotiation Skills (I) 11. Ability to work to deadlines (I) 12. Excellent communication skills. (I) 13. Ability to produce reports of a complex and sensitive nature. (A) 14. Ability to work well in a team (A,I) 15. Assertiveness when required. (A) 16. Ability to identify and work towards the needs of licensing customers, partners and stakeholders and implement changes to team working as directed (A) 	
OTHER REQUIREMENTS	<ol style="list-style-type: none"> 17. Driving licence and access to a vehicle in order to carry out certain task (A) 18. An understanding of the Council's Equality and Diversity Policies, and a commitment to its implementation and application in employment and service delivery (I) 19. To work outside of normal office hours as required by the duties of the post. (I) 	