

Job Description

1. Job Title	Licensing Enforcement Officer
Service	Community, Community Services
Team	Food Licensing and Occupational Safety (FLOS)
Date Prepared/Revised By	9 August 2018 Food, Licensing and Occupational Safety Manager
Post Accountable to	Senior EHO/Food, Licensing and Occupational Safety
Post directly responsible for employees(number of workers)	Direct Supervision: 0 Indirect Supervision: 0
2. Main Purpose <i>(No more than one paragraph (a couple of sentences at most))</i>	
Protects public safety and animal welfare providing technical and enforcement services in the FLOS Team and is jointly responsible for the delivery of the inspection programme and enforcement across the district.	
3. Key Contacts	
Internal: At all levels within the service and across the council e.g. Legal, Planning, Elected Members and Parish Councillors.	
External: North Yorkshire Police, regulatory agencies, Govt. Departments, external agencies, Parish Councils, bailiffs, licence holders, businesses, managing agents, solicitors, members of the public.	
4. Main Accountabilities <i>(No more than 4 or 5)</i>	
<ol style="list-style-type: none"> 1. Licensed premises/vehicles inspections, investigations and enforcement – including complaints and night time work. 2. Specialist lead officer work 3. Develops policy and prepares reports for Cabinet Member/Committee 4. Determines contested applications, reports to hearing and court at appeal 5. Consultation, advice and finance 	
5. Standard Accountability Statements	
Health and Safety You are required to comply with the Council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the Council's Health and Safety Policy. Your safety responsibilities are shown on the Health, Safety Responsibility Statement (HSR).	
Equality and Diversity: The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.	
Learning and Personal Development: The post holder has a personal responsibility for his or her own learning and development, and will maintain up to date records of achievement and attendance as required. The post holder must undertake the learning and training identified in the job skills matrix, and other relevant training that is identified and agreed with their manager.	
Safeguarding Policy and Procedures The post holder will adhere to all the Council's Safeguarding Policy and Procedures.	
Data Security: Harrogate Borough Council staff must, at all times, maintain personal responsibility for the safe and secure movement of data within and into and out of the authority.	

6. Job activities (For each accountability there should be no more than 4 or 5 activities.)

Main duties and responsibilities relating to accountabilities identified above.

- 1.0 Takes a lead role for the provision of complex specified service areas. Deals with complex and non-routine enquiries.
- 2.0 Responsible for developing and reviewing policy and procedures e.g. Taxi "Rulebook", Criminal Record, Enforcement, Licensing Act, Gambling Act, Street Trading, charity collections etc.
- 3.0 Interview drivers for licences to drive Hackney Carriages and Private Hire vehicles. Decides on the fitness and suitability of applicant's, vehicles, premises and records to comply with the standards required under legislation before the issue of licences. Meets and deals with licence holders on problems they may have regarding the regulations etc.
- 4.0 Delivers a risk based inspection programme of all licenced premises focussed on performance targets e.g. animal boarding, riding establishments, zoos, scrap metal, licenced premises, alcohol, gambling, caravan sites etc.
- 5.0 Decides when a licence application has been properly submitted, and where relevant, decides what conditions should be attached to a licence. Decides on licence approval or refusal making reference to local procedures, council policy, legislation, government guidance and regulations to a greater or lesser degree depending on availability. Refers to a hearing when appropriate.
- 6.0 Determines contested applications, reports to hearing and court at appeal
- 7.0 Investigates complaints concerning licensed premises, vehicles and unlicensed activities.
- 8.0 Works with partner agencies such as police and trading standards to ensure compliance with legislation.
- 9.0 Takes enforcement action, serves legal notices, suspends and revokes licences as appropriate. Has responsibility for enforcement outside of normal working hours. Undertakes recorded interviews under caution. Prepares prosecution file in accordance with the Safer Communities Enforcement Policy. Prepares own witness statements and those of witnesses, attends court and gives evidence.
- 10.0 Arranges vehicle Compliance Tests in accordance with the Hackney Carriage regulations and issues certificates. Liaises with garages re problem vehicles, visits garage if required and adjudicates where vehicles have failed. Handles any complaints from the garage against the driver of the Hackney/Private hire vehicle when attending their Compliance Test.
- 11.0 Ensures taxi fare meters are sited and operated and calibrated correctly. Carries out checks on suspected abuse of meters. Undertakes meter tests of vehicles over a measured distance.
- 12.0 Represents Harrogate Borough Council on external groups/forums and participates in Corporate working groups relating to all Licensing matters.
- 13.0 Prepares and presents reports on all aspects licensing work for Head of Service, Cabinet Members and Committees, attends meetings giving advice, guidance and evidence. Responsible for the enforcement & recovery of Licence fees throughout the year. Must follow agreed accountancy and audit procedures in handling, banking, receipting and balancing of all money.
- 14.0 Liaises with the trade in relation to matters such as policy, compliance etc. Facilitates forum groups such as Pubwatch, Offwatch, Taxi Liaison group and other local liaison groups.
- 15.0 Checks and determines eligibility using Disclosure and Barring Service, Police and medical reports.
- 16.0 Works with immigration and safeguarding agencies to prevent and detect serious crimes.
- 17.0 Reviews and updates as necessary all systems, forms and procedures in liaison with Technical Support Team.
- 18.0 Participates in and provides training and education in Licensing matters/updates to staff.
- 19.0 Ensures that all relevant targets and performance standards are met.
- 20.0 Identifies and delivers opportunities for fee paid services in accordance with the Charging for Services Policy.
- 21.0 Prioritises and plans own work programme.
- 22.0 Is required to work outside normal office hours.
- 23.0 Carries out any other duty that may reasonably fall within the general nature and level of responsibility and competence of the post as required by the FLOS/EP Manager or Head of Safer Communities.