

Person Specification

Job Title	Licensing Enforcement Officer	Req No	
Prepared by	FLOS&EP Manager	Date	01/08/2018
Essential Criteria – Vital requirements for the post holder			
<u>Relevant Experience:</u>			
Experience of working in a Licensing/Environmental Health team or similar environment			
Working experience of responding to planning and licensing consultations			
Enforcement work			
Interpret the law and implement appropriately/ enforce appropriately			
<u>Qualifications/training:</u>			
GCSE or equivalent Maths, English,			
<u>Special Knowledge:</u>			
Knowledge of Police and Criminal Evidence Act			
Knowledge of licensing and taxi/hackney carriage legislation and working practices			
<u>Disposition/attitude:</u>			
Well motivated and conscientious. Can use initiative, Innovative.			
Can work independently of detailed supervision or as part of a team			
Ability to be discreet and tactful			
Ability to handle difficult situations in a sensitive and persuasive manner			
Ability to work under pressure and a flexible approach to changing work patterns			
<u>Practical/intellectual:</u>			
Good written, verbal and communication skills, good IT skills			
Able to keep clear and accurate records of all work activities			
Able to undertake research, present findings, analyse data, information and statistics			
Able to make decisions. Problem solving skills.			
Report writing and presentation to committees and cabinet members			
Methodical and organised			
<u>Physical Requirements:</u>			
Must be able to work unsocial hours			
Current Full driving licence			
<u>Additional Requirements:</u>			
Desirable Criteria – Additional requirements relevant to the post			
Knowledge of Harrogate District.			
NALEO or IOL Licensing Practitioner			