# PCC Logo Landscape (new 2014)

## EMPLOYEE SPECIFICATION

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| **Dept: Environmental Health** | **Section: Licensing Services** |
| **Post No:** **COEH04007** |  **(Trainee) (Senior) Licensing Technician**  | **Grade: 4 to 8**subject to career grade scheme |

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| **Qualifications:**(E) Qualifications at Level 2 (or equivalent) in English & Maths (e.g. GCSE grades C or above).(D) Qualification at Level 3 (or equivalent) (e.g. A level).(D) Institute of Licensing Professional Licensing Practitioners Qualification |
| **Knowledge/Skills/Abilities:**(D) Knowledge of current licensing legislation and practice (Note that such knowledge is likely to be essential for appointment other than as Trainee – see Career Grade Scheme)(E) Ability to use Microsoft Office computer software (Outlook, Word, Excel etc.) or equivalent. (E) Ability to communicate effectively, both verbally and in writing, with a variety of people. (E) Ability to build and maintain relationships and to work as part of a team. (E) A proven ability to plan, organise and manage own workloads, use time effectively and work with the minimum of supervision. |
| **Experience:**(D) Experience of working within a local authority licensing service, or equivalent, delivering a range of licensing functions (Note that such experience is likely to be essential for appointment other than as Trainee – see Career Grade Scheme).(E) Experience directly relevant to the role of a Licensing Technician which could include experience of enforcing legislation; or working in a role involving licensing administration; or working within local government; or dealing with the public in some other service context. |
| NB E = Essential D = Desirable Date Produced: Sept 2023  |