# 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 |