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## JOB OUTLINE

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| **Dept: Environmental Health** | | **Section: Licensing Service** | |
| **Post Numbers:**  COEH04007 | **Designation:**  **(Trainee) (Senior) Licensing Technician** | | **Grade: 4 to 8**  Trainee – Grade 4  Technician – Grade 5  Senior – Grade 8  subject to Career Grade Scheme |

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| **Purpose of Job:**  **To support the Licensing Manager to undertake the Council’s licensing functions.** |
| **Main Duties/Responsibilities:**   * **Processing of applications and granting of Premises and Personal Licences and Club Premises Certificates which authorise the retail sale and supply of alcohol, regulated entertainment and late night refreshment.** * **Processing other applications and notices pursuant to the Licensing Act 2003.** * **Processing of applications and granting of Hackney Carriage and Private Hire Vehicle Licences and production of associated documents, including vehicle plates.** * **Processing applications and granting authorisations for other activities including gambling, scrap metal dealing, charitable collections, trading in second-hand goods, street leaflet distribution.** * **The receipt and monitoring of fees associated with the Service.** * **Providing advice and assistance to the trades in connection with application procedures.** * **Liaison and information sharing with internal and external enforcement agencies relating to licence applicants and licence holders.** * **Liaison with other sections, departments and outside bodies to achieve departmental and corporate objectives.** * **Administration of the Communication and Knowledge Tests for hackney carriage and private hire driver applicants.** * **Assisting the Licensing Manager in developing, implementing and maintaining improved systems and procedures for the Service, including the digital delivery of licensing services.** * **Contributing to non-licensing environmental health enforcement initiatives at the same level of responsibility.** * **Undertaking such other duties at the same level of responsibility that may be allocated by the Licensing Manager.**   **THE FOLLOWING ADDITIONAL DUTIES WILL ORDINARILLY BE ALLOCATED AT SENIOR LICENSING TECHNICIAN LEVEL.**  **• Consideration and processing of applications and granting of Private Hire Operator Licences.**  **. Consideration and processing of applications and granting of Hackney Carriage Driver and Private Hire Driver Licenses; including undertaking all necessary checks and delivering training as part of the application process.**  **• Investigation of information received from the public regarding the conduct of licensed drivers and operators.**  **• Confirmation that statutory notices are displayed at premises pursuant to Licensing Act 2003 application requirements.**  **• Inspection of premises and vehicles in order to check compliance with licence conditions.**  **. Evidence gathering and analysis in support of enforcement action; including the organisation and participation in illegal plying for hire enforcement operations, and the carrying out of PACE interviews.**  **• Undertaking enforcement action in accordance with approved policies including the issue of penalty points, stop notices, closure notices and the preparation of prosecution files.**  **• Administration of Licensed Vehicle Accident Reports, including inspection and enforcement action.**  **• Preparation of reports, including those presented to Members of the Council.**  **• Attendance at Committee meetings to advise and/or present reports.**  **• To organise and take part in educational and public information projects to raise awareness of licensing issues.**  **. Undertaking ongoing specific senior responsibilities across the Service as allocated from time-to-time by the Licensing Manager.**  **. Providing support and advice to individual (Trainee) Licensing Technicians and other more junior staff as necessary.**  **. In the absence of the Licensing Manager, being responsible for bringing to the attention of an Environmental Health Manager, or the Chief Officer (Environmental Health), any matters arising within the Licensing Service that may require urgent management attention.**   * **Supporting the Environmental Health Officers (EHOs) to carry out health and safety investigations into workplace accidents and incidents. Duties will involve evidence gathering under direction of the investigating officer and will include:**    + **Site observations;**   + **Recording the incident scene via the taking of photos, video, measurements, and the making of sketches, plans, and writing descriptive text of factual observations of the physical scene;**   + **Statement taking from incident witnesses;**   + **Under the direction of the investigating officer, to support the production of a prosecution file;**   + **Giving evidence in court on the factual observations made at the incident / accident scene.** * **Maintenance of the health and safety incident investigatory “grab bags” used during an incident / accident response.** * **Under the direction of an EHO, miscellaneous investigatory sampling, including the taking of private water supply samples.**   **Notes:**  **The Council is an equal opportunities employer and service provider. The Council has a statutory duty to promote equality. All employees must be aware of that duty and work to the Council’s equality standards.** |
| **Date Produced: May 2022** |