

JOB PROFILE

Job Title:	Licensing & Community Safety Manager
Service Area:	Licensing & Community Safety
Grade:	12
Reporting Manager:	Director – Regulatory
Direct reports:	Licensing Team Leader Community Safety Team Leader

Job summary:

The management of the Licensing and Community Safety Team with overall responsibility for production and implementation of professional and technical policy and practice in connection with Council's licensing function and Community Safety.

Key responsibilities:

Lead and manage the Licensing Team Leader and Community Safety Team Leader and contribute to the corporate management of the Service.

Ensure that strategies and policies for the Licensing Team are developed, implemented and updated.

Oversee the management of large open-air events so as to ensure that they are safe and, as far as is practicable, their adverse impact on the local community is minimised.

Discharge the duties of a Responsible Authority as regards the Licensing Act 2003, as amended.

Ensure that the work of the service is appropriately prioritised and resources deployed accordingly.

Maintain a close liaison with the Development Control, both generally and specifically, in respect of development.

Maintain a close liaison with the Commercial and Environmental Protection & Housing teams as regards premises inspections.

Provide specialist knowledge and expertise within the field of licensing.

Ensure that the Contracts and Service Level Agreement (SLAs) within the Team's responsibility are properly managed.

Prepare Committee reports and attend Committee as required.

Carry out such duties as may be reasonably required, including work outside office hours as necessary.

To provide supportive management to coach, develop and motivate staff and empower them to deliver high quality services and contribute to the achievement of Council priorities.

Political restrictions

This post is subject to political restriction, which is divided into two categories and relates to the post holder duties:

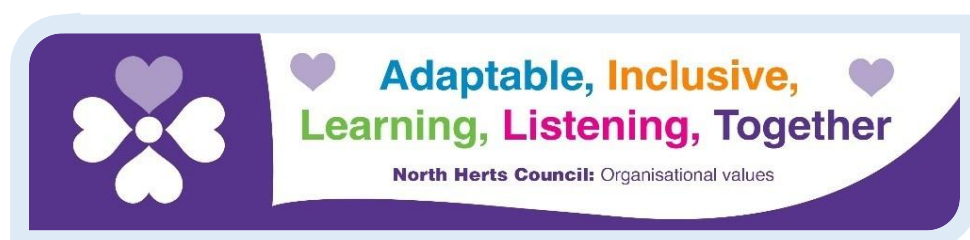
- Specified posts, statutory posts as well as 'deputy chief officers'
- Sensitive posts, which meet one or both of the following related criteria,
 - Giving advice on a regular basis to the Council itself, to any committee or sub-committee of the Council of any joint committee on which the Council are represented, or where the Council are operating executive arrangements, to the executive of the Council; to any committee of that executive, or to any member of that executive who is a member of the Council;
 - Speaking on behalf of the Council on a regular basis to journalists or broadcasters.

The postholder must therefore be aware that in accepting this post, they are required to confirm that they will conform to these political restrictions and that they will be included as conditions of their formal contract of employment with the Council.

Please follow this link to read your general responsibilities:

[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](http://north-herts.gov.uk)

Key Requirements:		Essential desirable
Qualifications:	Educated to GCSE standard or equivalent.	E
	GCSE English language and mathematics, grade 4 or equivalent	E
	Relevant licensing or legal qualification e.g. Certificate of Higher Education in Licensing Law.	E
	Membership of a professional body related to licensing	E
	Basic level certificates in Word and Excel.	E
	Management qualification – e.g. Diploma in management studies	D
Job related experience & knowledge:	Excellent keyboard skills and use of Microsoft Windows and Microsoft Office suite of programmes.	E
	In depth knowledge of legislation relating to the licensing function	E
	A thorough knowledge of court procedures and the Police and Criminal Evidence Act.	E
	The gathering of other evidence in support of legal proceedings. (RIPA)	E
	Excellent conflict management skills	E
	Ability to maintain positive relationships, communicate effectively and act assertively without aggression	E



	Good understanding of IT systems and their application in the licensing field	E
	An appreciation of the commercial and operational pressures faced by the licensed trade	E
	A proven track record of excellence in the delivery of licensing services	E
	Experience of managing large-scale open-air events	D
	Knowledge and understanding of the principles of local government administration, systems and procedures	D
	Budgetary control experience	
	Knowledge of licensing databases such as ACOLAID	D
	Knowledge of Financial Regulations	D
	A minimum of 2 years management experience	D
Skills & attributes required for the role:	Confident in conversing in fluent English which is sufficient to fulfil all aspects of the role.	E
	Excellent presentation, written, verbal and communication skills	E
	Public speaking experience/ability	E
	Ability to develop and implement strategic plans	E
	Self-motivated, enthusiastic and have highly developed influencing skills	E
	Ability to lead, motivate and manage staff and encourage team working	E
	Ability to use initiative and to operate under general supervision only	E
Other:	Experience of working as part of a team.	E
	Current valid driving licence and access to a motor vehicle	E
	Willingness to work out of hours as the needs of the service dictate	E

*E = Essential D = Desirable

Signed.....Employee

Date.....

