

Licensing Officer – Career Grade

Career Grade level	Job Title	Qualification, Knowledge and Experience Expectations to be achieved	Salary Grade
1	Trainee Licensing Officer	<p>GCSE Maths and English (or equivalent)</p> <p>Experience of working in a licensing team</p> <p>An understanding of IT including MS office and spreadsheet \ database packages</p> <p>An ability to make site visits</p> <p>Ability to work to tight deadlines and deliver on time</p> <p>Ability to communicate effectively and establish good working relationships</p> <p>Commitment to innovation, flexible working and team work</p> <p>Ability to manage own time and workload</p> <p>A full driving licence</p> <p>A willingness to develop and learn in the role which will require attending many courses some of which will require accommodation away from home</p>	M1
2	Trainee Licensing Officer Year 2	<p>Professional Licensing Practitioners Qualification (ILM)</p> <p>At least 2 of the following:</p> <ul style="list-style-type: none"> • Accupuncture, Tattooing and Cosmetic Skin Piercing Course • Advanced Taxi Licensing Course (ILM) • Animal Licensing Course <p>Training on PACE, RIPA and Investigation including:</p> <ul style="list-style-type: none"> • Surveillance Methods & RIPA 2000 • Basic Surveillance Methods 	M5 (mid point)

		<ul style="list-style-type: none"> • PACE & Criminal Investigations • The Effective Witness • Interviewing Under Caution • Effective Prosecution Skills • Preparing a Prosecution File • Maximising the Courts' Sentencing Options • Lone Worker training • Safeguarding • Making Every Contact Count <p>1 year's experience working within the licensing team</p> <p>Must have satisfactorily processed at least:</p> <ul style="list-style-type: none"> • 3 Premises Licence applications • 2 Taxi licensing applications (new, renewal, operator and vehicle) • 1 Skin piercing or tattooing licence • 1 Street trading licence 	
3	Licensing Officer	<p>Professional Licensing Practitioners Qualification (or equivalent)</p> <p>Animal Licensing Course (relevant to specialism)</p> <p>Advanced Taxi Licensing Course (relevant to specialism)</p> <p>Accupuncture, Tattooing and Cosmetic Skin Piercing Course (relevant to specialism)</p> <p>Environmental Noise Qualification (relevant to service need)</p> <p>Safety at Sporting Venues Training (Emergency Planning College) (relevant to service need)</p> <p>Working in Event Control (Emergency Planning College)</p> <p>At least 1 year's experience working in a Licensing Authority</p>	N1 (min) to N5 based on experience and qualifications

		<p>Must demonstrate:</p> <ul style="list-style-type: none"> • A full working knowledge backed up by experience of the Licensing Act and relevant processes • A full working knowledge backed up by experience (where relevant) of Taxi licensing, skin piercing and tattooing licensing • A full working knowledge backed up by experience (where relevant) of animal welfare legislation and processes • A full working knowledge backed up by experience (where relevant) of street trading licensing and policy application • Must have attended ESAG and SAG • Must have attended and presented at Licensing Committee and Licensing Panel • Experience and understanding of enforcement law and investigation processes 	
4	Licensing Officer	As 3 above but holds supervisory responsibilities for at least one member of staff to include responsibility for their annual leave, sickness management, holding Personal Development Plans, individual performance monitoring and management	N6 to N9 based on experience and qualifications