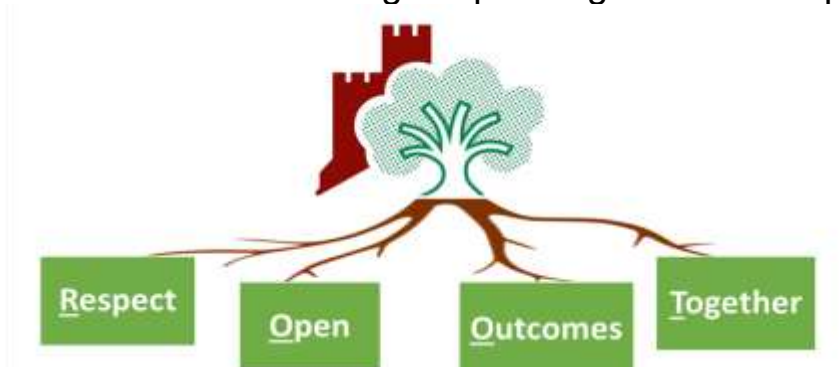


## **JOB DESCRIPTION**

<b>DIRECTORATE</b>	Governance and Community Services
<b>SERVICE</b>	Environmental Services, Licensing and Community Safety
<b>POST NUMBER</b>	100396
<b>POST TITLE</b>	Licensing Assistant
<b>POST GRADE</b>	Local Salary Scale 4-5 (dependent on qualifications and experience)
<b>CONDITIONS OF SERVICE</b>	National Joint Council (NJC) for Local Government Services as amended locally
<b>RESPONSIBLE TO</b>	Senior Environmental Health (Licensing) Officer
<b>RESPONSIBLE FOR</b>	No supervisory responsibility
<b>LOCATION</b>	The post is currently based at Bexhill or Hailsham. The post holder may be required to work elsewhere either temporarily or permanently within Rother and Wealden. The postholder is required to work in the office from 08:30 to 17:00 Monday to Friday. When experienced some home working may be agreed.
<b>JOB PURPOSE</b>	To assist in the delivery of an efficient, effective and economic licensing service in accordance with Council policies, written procedures, practices and legislation.

### RDC Values and Target Operating Model Principles



- **Efficient and effective** (systems and resources evidencing Value for Money; Return on Investment – a commercial mindset)
- **Empowering** (timely decisions at the right level – proportionate governance)
- **Focussed on customer outcomes and early intervention** (evidence-led decision making and resource allocation)
- **A Community Leader** (influencing stakeholders, driving delivery with partners)

MAIN AREAS OF WORK	
1	To receive licensing applications and process the applications in accordance with legislation, the services procedures and practices. To recommend the granting of licences to a Licensing Officer.
2	To carry out inspections of activities, premises subject to a licence or registration, including animal welfare inspections.
3	To carry out the inspection of licensed vehicles, interview drivers, conduct knowledge tests etc associated with the licensing of vehicles and drivers
4	In accordance with the Council's enforcement policy assists with enforcement action in relation to work undertaken by the service. Prepare statements and collect evidence.
5	To maintain written and database inspection records, file notes, diary records etc.
6	To deal with applications for house-to-house collections, road closures and street trading consents.
7	Ensures that quality systems are compiled within the post holder's remit and assists the Department to achieve its aims and objectives, performance indicators, and provision of a total quality service
8	To assist the Council during emergencies by working in the control room or at rest centres and such other tasks commensurate with normal duties
9	When required and as part of flexible working – to work within other Services and Directorates in support of the Council's overall objectives and projects
10	Co-operate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual
11	To undertake any other duties for which the post holder is competent and which the Head of Service considers necessary for the effective and efficient delivery of the Service

RDC Value	Behaviour	Description
<b>Respect</b>	Professional	Maintaining high standards – in line with professional/regulatory requirements and Nolan principles*
	Value others	Ensures that people are given opportunity to contribute, appreciate and acknowledge that contribution
	Empowering	Enabling and encouraging people to influence and make decisions
<b>Open</b>	Trusting	Rely on and put confidence in others to do as they say
	Listening	Makes time to hear what people are saying, checks understanding
	Feeding back	Sharing observations and perception to improve understanding and performance
<b>Outcomes</b>	Responsible	Being accountable and reliable, doing what you have said you will do
	Innovative	Creating and trying new ways of doing things
	Prioritises	Organise, clarify what is most important and focus on that
<b>Together</b>	Communicates	Shares information in an accessible and timely way with people who need to know
	Collaborates	Cooperates, identifies, and brings in people to work together
	Relationship focus	Taking time to build connections and get to know other people

## Guide to salary progression

Scale 5	Evidence of satisfactory progress in achieving the Level 3 qualification in Animal Activities Licensing. Satisfactory progress will be measured by enrolment on the qualification and successful completion of the first assessed assignment.
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### PERSON SPECIFICATION



POST TITLE	Licensing Assistant		
SERVICE	Environmental Services, Licensing and Community Safety		
DIRECTORATE	Governance and Community Services		
POST GRADE	Local Salary Scale S4-5		
		Essential	Desirable
Qualifications			
A good level of educational attainment to A level or equivalent and GCSE level (including English and Maths to level 4)	X		
Certificate in Licensing (Institute of Licensing)			X
Level 3 qualification-Animal Activities Licensing			X
Experience			
Working to quality procedures	X		
Substantial administrative duties including use of databases	X		
Criminal investigations			X
Skills and Abilities			
Excellent skills in verbal and numerical reasoning	X		
Clear written and verbal communication	X		
To deal with the public in a courteous and efficient manner in difficult circumstances	X		
Understanding legislation	X		
Investigation of complaints and ability to carry out criminal investigations	X		
Computer literate	X		
Ability to drive	X		
To give evidence competently to Committees and courts	X		
Decision making and problem solving			X
Time management			X
Ability to work under pressure and deal with unforeseen and urgent demands			X
Training			
To undertake Level 3 qualification - Animal Activities Licensing Willingness to undertake other relevant Licensing training.	X		

Knowledge		
Work of Local Government		X
Principles of Licensing Law		X
General environmental health issues		X

Jan 2025