|  |  |
| --- | --- |
| **licensing enforcement officer****SALARY GRADE: HBC6** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – keeping great service delivery at the heart of everything we do
* Personal Growth – learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Car leasing schemes

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job The Licensing Team within Halton’s Legal and Democratic Services provide an effective and efficient compliance and enforcement service on a day to day basis in line with the statutory responsibilities of the Licensing Authority. As a Licensing Enforcement Officer, you will be an integral member of this team, ensuring the enforcement of licensing responsibilities throughout our community. |
| More specific responsibilities include:* To assist the Licensing Manager in providing effective licensing enforcement for the Council’s responsibilities, including alcohol, entertainment, gambling, sex entertainment licenses, street trading, and scrap metal.
* To participate in specific operations, projects, and inspection regimes to identify any unlawful or unsafe practices, including carrying out inspections of licensed premises.
* To perform evening and weekend work on licensing compliance and enforcement matters outside of normal office hours, along with other duties as assigned, in line with the job grade.
* Supporting initiatives to raise awareness and coordinate efforts across Halton venues, including identifying media opportunities and creating press releases, briefing documents, and newsletters to promote licensing work of the service.
* To prepare prosecution files and appear in court as and when necessary either to act as a council witness or an observer, as well as preparing records and reports on activities as directed by the Licensing Manager.
* To assist in working with the Taxi Enforcement Officer and the Councils Enforcement Department to promote the importance of taxi enforcement as a crucial public safety issue.
* To investigate of complaints, compliance and enforcement matters relating to appropriate licenses and report thereon, using a range of communication tools to do so to ensure reports are comprehensive and fit for purpose.
* To attend committees, take statements, prepare evidence if needed for Committee and Court, conduct complex investigations including PACE interviews.
* To accompany Police Officers or other responsible persons when undertaking visits to licensed premises, liaising with authorities to assist the Licensing Manager in providing an efficient and effective licensing service.
* To check relevant new legislation and judicial decisions and update accordingly, providing advice and guidance following the appropriate legal framework and policies.
* Develop information, education, training, and support programs to enhance public and client understanding of licensing requirements and promote best practices within the licensing team.
 |
| About You |
| The ideal candidate for this role must have 5 GCSE Grade C or above, including English and Maths (or equivalent qualification). You must be willing to appear in court and committees and work outside normal hours.In addition you will have:* A good understanding of PACE and how it relates to local government.
* The capability of lone working and dealing with difficult situations.
* The ability to assist with other licensing areas dealt with by the Licensing Team.
* Exclusivity working for the Council in respect of any matter relating to licensing and have no conflict of interest.
* A broad range of IT software including Microsoft Office.
* The ability to compile evidence and write reports.
* Willingness to work to very tight deadlines, prioritise workload and assist team members.
* The ability to understand and interpret current legislation, amendments and new legislation.

As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
|  |  |
|  |  |
|  |