

JOB DESCRIPTION

Licensing Support Officer

Service area:	Environmental Health
Reports to:	Senior Officer (Housing, Public Health and Licensing)
Responsible for:	N/A
Location:	Leek and Buxton
Work flexibly between various locations:	Yes
Grade:	AG3
Salary range:	SCP 10-14
Car driver:	Yes
Essential/casual:	Casual

JOB PURPOSE

To participate in the delivery of a comprehensive and professional Licensing service across the Alliance, through competent, confident and timely processing of support tasks associated with licensing function.

To work across the Alliance to ensure organisational and public service outcomes are maximised.

JOB DUTIES

- To assist and carry out support tasks on all aspects of Licensing and Environmental Health related issues across the Alliance and taking into consideration legislation and guidance.
- To support in the processing and issuing of licences in accordance with the Alliance's statutory Licensing function.
- To keep up to date on all new legislation, regulations and codes of practice relating to licensing.
- To carry out other such duties associated with the service area, which the Head of Environmental Health or Senior Officer may from to time require to maintain the efficient and effective running of the service. To provide additional support to other service areas across the Alliance as and when required to meet operational demands.

CORPORATE RESPONSIBILITIES

- Promote, both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated and referring any instances of perceived discrimination to the appropriate Executive Director.
- Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.
- Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.
- Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.
- Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- Promote and comply with both Council's policies and guidelines on Information Governance and the Data Protection Act.
- Consistently exhibit the behaviours required under the Alliance CHOICE values and code of conduct.
- Be committed to safeguarding and promoting the welfare of children and young people and vulnerable adults.
- Carry out election duties as required.

JOB REQUIREMENTS

Transport Requirements	Driving required for travel to Alliance locations
Working Patterns	Hours of work as agreed with the line manager. Some out of hours work may be required
Working Conditions	Officer based
Resources Staff/Finance	NA
Physical	Working to planned priorities
DBS	No