

PERSON SPECIFICATION

Licensing Support Officer

Essential	Desirable	Assess by
Knowledge and Qualifications		
Level 3 NVQ/ GCSEs Grade 9-4 including English and Maths/ BTEC National in administration or equivalent .	Willingness to undertake training in licensing. Knowledge of licensing law and practices	Application/Interview
Experience		
Experience of Licensing or related discipline. Experience of carrying out support tasks. Experience of maintaining comprehensive records. Experience of prioritising own workload and dealing with conflicting priorities.	Experience of working in Licensing or related discipline Experience of completing accurate and complex documents and correspondence. Experience of bespoke IT packages (i.e Lalpac, civica)	Application/Interview
Skills and competencies		
Excellent team working and communication skills. Good administrative and organisational Skills. Proven experience in all Microsoft Office packages. Ability to work well under pressure and meet deadlines.		Application/Interview

Physical, mental and emotional demands

The ability to work with interruption, balancing a number of different priorities and conflicting demands.

To work flexibly and able to work evenings, weekends and bank holidays.

Application/Interview

All applicants with a disability who meet the minimum requirements for the role will be given an interview and will be considered on their abilities.

We can only accept applications from candidates who are permitted to work within the UK, or from those who have a valid work permit.