



## JOB DESCRIPTION

**Post Title:** Team Leader Licensing

**Post No:** EH001

**Directorate:** Finance and Governance

**Allowances:** London Fringe Weighting  
Lease Car Allowance

**Group:** Legal Governance

**Grade:** Under Review

**Responsible to:** Group Manager (Legal Governance)

**Supervising:** Approx 6 staff

**Date:** January 2012

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### **Job Summary:**

To deliver services within the specified function or functions. Ensure that these services are delivered within the Council's framework of quality standards, performance targets, budgetary control and legislative requirements.

Support the Assistant Director (Legal, Democratic & Regulatory) and Group Manager (Legal Governance), as part of the service team, in delivering the corporate vision, values and strategic priorities of the Council.

Act as advisor to the Assistant Director and Group Manager and senior management on the allocated service.

Work in collaboration with other services and senior management to ensure that services are joined up appropriately and are aligned to the achievement of the Council's aims and objectives.

To lead a team of officers providing specialist services in the field of local licensing and allied services. To develop, promote and implement strategies in the post holder's specialist field of activity and to effectively deliver direct services to the community, to meet the aims and objectives of Legal Governance and the Council's Strategic Aims.

**Note:**

This Job Description is not a definitive list of tasks - it is designed to give an overall view of the job, and not to indicate what the sole requirements are for you to do the work. It is envisaged that you will use your own initiative, and develop your own style to achieve the desired aims.

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.

**Generic Responsibilities:**

- To support and embrace the Council's High Performance Environment Culture.
- To support the production and delivery of a service plan for the service, taking account of the Corporate Strategic Service Improvement Plan, budget, service standards and future developments or trends.
- Ensure that systems and processes are in place and followed within the service to support the delivery of improvement, value for money, performance management targets and the Council's Priorities.
- To develop, support and deliver corporate initiatives.
- To support the delivery of service objectives, ensuring that it is done within budgets and that the service delivers value for money for the Council and its citizens.
- Support positive communication across the organisation, encourage constructive relationships, including with the Council's key partner agencies.
- Understand the role in context of the wider Council needs and to take part in cross cutting project teams across the Council as needed.
- Sustain a positive working partnership with elected Members and support their overview and scrutiny role. Provide advice as required, including preparing and presenting complex, quality and timely reports.
- To research, develop and recommend policies and strategies in respect of functions within the service.
- To make contributions to corporate initiatives as and when required (e.g. IIP, Improvement Programme, Lean Six Sigma Projects, Zero Based Budgeting & partnership working) and corporate inspections (e.g. Internal Audit, IIP, and Value for Money)

- To support the delivery of a customer focused service across the Council and to continuously improve the service area.
- Comply with the Council's Constitution, policies and governance arrangements.
- Ensure all services are delivered equally and fairly for all users and customers.
- To be positive and challenge inappropriate behaviours and act within Council policies on equalities and diversity, financial issues and customer care.
- This job description will be supplemented by annual target based outcomes which are set via the Council's Performance Excellence Programme, which supports the Council's priorities and strategic objectives, to be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the duties listed.

### **Specific Responsibilities:**

1. To lead and supervise a team of officers dealing with local licensing and allied services.
2. To effectively deliver direct services to the community to meet the aims and objectives of Legal Governance and the Council's Strategic Aims.
3. To work with the Group Manager (Legal Governance) to develop and implement cost effective and efficient service plans and work programmes to achieve locally and nationally agreed targets and performance indicators.
4. To review performance against the service plans and work programmes, to ensure that targets are being met and resources properly managed.
5. To work with the Group Manager (Legal Governance) to ensure the economic, efficient and effective delivery of the Licensing function, ensuring the best use of resources.
6. To act as a source of knowledge, expertise and professional advice in the relevant specialist field.
7. To ensure that operational policies and procedures within the specialist field are kept up to date.
8. To prepare, interpret and present accurate reports, data analysis and feedback, as requested.
9. To ensure the services are customer responsive and focused and that customer feedback mechanisms are working effectively.
10. Deputise for the Group Manager (Legal Governance) in his/her absence, within the specialist field of the post holder.
11. To oversee enforcement actions including the collection of evidence and preparation of cases for prosecution and act as a witness in court, as required.

12. To keep abreast of (and act upon as appropriate), changes in legislation, policy and practice within the specialist field.
13. To ensure the best use of available information technology is made in the delivery of the Licensing function.
14. To prepare and present comprehensive reports and papers to the Licensing Committee and its Sub-Committees and, if required, at Cabinet and other Committees (such as Overview and Scrutiny Committee) and working groups.
15. To work in partnership with stakeholders, residents and local businesses to deliver sustainable, efficient, well targeted services which meet the requirements of the local better regulation agenda.
16. To ensure that annual returns required by national regulators, government departments and professional bodies are accurately completed and submitted.
17. To work with the Group Manager (Legal Governance) to ensure that all income and expenditure targets are met.
18. To ensure that all staff within the team are suitably trained and possess the necessary skills and expertise to deliver high quality services.
19. To develop positive strategies in the specialist field encompassed by the post, to implement Council policies.
20. As required, to undertake duties outside normal working hours.
21. To assist the Group Manager (Legal Governance) with the development and implementation of health and safety risk assessments and control procedures.
22. To ensure the Council's image and reputation are safeguarded and enhanced by promoting quality and timely information about the Licensing function.
23. To ensure that confidentiality, evidence integrity, data protection, information security and freedom of information requirements are observed.
24. To ensure the Council's compliance with the law, actively promote the Council's Equalities and Diversity policies and strategies, the Health and Safety policy and procedures and any other relevant Council policies.
25. Any other duties which are reasonably required of the post holder by the Group Manager (Legal Governance), which are commensurate with the grade of the post.

