

PERSON SPECIFICATION

Post Title: Team Leader Licensing

Grade: Under Review

Directorate: Finance and Governance

Division: Legal, Democratic and Regulatory Services

Group: Legal Governance

Team: : Licensing

	Essential Criteria	How Tested?	Desirable Criteria	How Tested?
<u>Education, Professional Qualifications and Training</u>	<p>Qualifications in a technical field with direct application to local authority public safety licensing; together with experience in local authority licensing and reporting to Elected Members.</p> <p>OR</p> <p>A relevant local authority licensing qualification.</p> <p>OR</p> <p>A recognised management qualification.</p>	Application Form	Member of Institute of Licensing Post graduate qualification relating to the post Management qualification	Application Form
<u>Skills, Abilities and Special Knowledge</u>	<p>Good knowledge and understanding of current and emerging issues relating to all aspects of Licensing</p> <p>Ability to motivate and lead a team of professional, technical and support staff</p> <p>Ability to work in a team effectively, understanding the principles of working collaboratively Clear understanding of performance</p>	<p>Application Form/interview</p> <p>Application Form/interview</p> <p>Application Form/interview</p> <p>Application Form/interview</p>	<p>Ability to use APP Civica software (formerly Flare) to an advanced standard</p> <p>Strong partnership and network development skills</p>	<p>Application Form/interview</p> <p>Application Form/interview</p>

	<p>management strategies</p> <p>An understanding of local government finance and budgetary control</p> <p>Ability to act firmly and decisively</p> <p>Excellent written and verbal communication skills</p> <p>Ability to write detailed and complex reports</p> <p>IT literate, familiar with Microsoft software</p> <p>Demonstrate experience in delivering customer focussed, outcome orientated initiatives</p> <p>Ability to work to tight deadlines and manage time effectively</p> <p>Ability to manage conflicting demands</p> <p>Clear understanding of mediation and negotiation techniques</p> <p>Ability to produce relevant policies and procedures in line with the Better Regulation agenda</p> <p>Ability to collect evidence and prepare cases for prosecution</p> <p>Commitment to implement the Council's Equality and Diversity Policy</p>	<p>Application Form/interview</p> <p>Application Form/interview</p> <p>Application Form/Interview</p> <p>Application Form/interview</p> <p>Application Form/interview</p> <p>Application Form/interview</p> <p>Application Form/interview</p> <p>Application Form/interview</p> <p>Application Form/interview</p> <p>Application Form/interview</p> <p>Application Form/interview</p> <p>Application Form/interview</p> <p>Application Form/interview</p> <p>Application Form/interview</p>		
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<p><u>Previous Experience</u></p>	<p>Minimum 2 years experience working in a local authority Licensing Division, as a Licensing Officer, Licensing Enforcement Officer or Team Leader</p> <p>Experience of reporting to Elected Members and presenting at Committees.</p> <p>Experience of developing and implementing Service Plans and Improvement Plans</p>	<p>Application Form/interview</p> <p>Application Form/interview</p> <p>Application Form/interview</p>	<p>Experience of managing a local authority Licensing Team</p> <p>Experience of managing performance within Licensing</p>	<p>Application Form/interview</p> <p>Application Form/interview</p>
<p><u>Personal Circumstances</u></p>	<p>Entitlement to UK employment.</p> <p>Ability to work outside normal hours when required, including attending evening meetings, etc.</p> <p>Ability to attend off-site meetings and events, as required.</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p>	<p>Full driving licence that is valid in the UK</p>	<p>Interview</p>
<p><u>Genuine Occupational Qualifications</u> (applies only to <u>specific race or gender requirements</u>)</p> <p>None</p>				