

## City of Wolverhampton Council

### Job Description

<b>Job title:</b>	Section Leader - Licensing
<b>Directorate:</b>	Resident Services
<b>Service:</b>	Licensing Services
<b>Location:</b>	Any suitable location within the City of Wolverhampton
<b>Workstyle:</b>	Flexible
<b>Responsible to:</b>	Service Lead - Licensing
<b>Grade:</b>	Grade 7

#### Job Purpose and Role:

1. Under the general direction of the Service Manager to have day to day responsibility for the management, operation, financial control, co-ordination and development of an area of the Council's licensing function.
2. To assist the Service Manager in the effective organisation and management of the service.
3. To represent or deputise for the Service Manager as required.
4. To effectively contribute to the development and implementation of the Service Cluster and Divisional Policies, procedures and protocols and the training and management of individuals assigned to the section.
5. To have day to day responsibility for the delivery of an area of licensing services to ensure the Council effectively and efficiently discharges its responsibilities. This includes management of administrative duties of the Licensing Section.
6. To ensure that applications for licences and registrations are in the correct and proper form, that all procedures in connection with such applications have been complied with expediently and effectively. To ensure that records are kept up to date and are accurate.
7. To attend and contribute to meetings of the Licensing Committee or other such bodies as required in the delivery of the Section and Service's responsibility.
8. To maintain a knowledge of current and developing issues and trends. Incorporate changes in legislation and practices into the operation of the section.

9. To assist in the setting of appropriate work programmes, monitoring and reporting of performance.
10. To monitor staff deployment with the Section to ensure satisfactory distribution of workloads and availability of trained and competent staff.
11. To attend of meetings with Elected Members, other Service Groups and outside organisations as required.
12. To prepare correspondence, reports (including Licensing Committee reports) and other documentation needed to effectively execute the functions of the Section.
13. To give talks and presentations as required.
14. To attend such courses, seminars, conferences as nominated by the Head of Service
15. To attend Court as required.
16. To assist in the training of students and apprentices.
17. To undertake and assist with the mounting of displays and exhibitions.
18. The postholder will be required to undertake duties based on the needs of the service outside normal office hours as directed by the Service Manager, and in accordance with the agreed work pattern and the Council's Conditions of Service.
19. To support the Council's commitment to crime reduction and community safety.
20. To demonstrate a commitment to Continuous Personal and Professional Development (CPPD).
21. To act in accordance with the Council's Constitution and other Codes of Conduct.
22. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
23. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
24. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.

25. To participate in the wider development of the service and contribute to service improvement as required.
26. Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council's key strategies; as appropriate and training provided.
27. Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council's objectives; as appropriate and training provided.
28. City of Wolverhampton Council is committed to Corporate Parenting.

"Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after."

Effective date:

Signature of post holder :

## City of Wolverhampton Council

### Personnel Specification

**Job title:** Section Leader - Licensing

Factors	Essential	Desirable	How identified
<b>Qualifications</b>	Educated to a Academic Degree Level or equivalent or a significant level of experience relevant to the post.	A qualification relevant to the work of the Section e.g. licensing, management, legal  A qualification in project management	Application form
<b>Training</b>	Willingness to undertake further training as necessary	Evidence of attendance at such courses as necessary and relevant to the duties and responsibilities of the post and Service	Application form
<b>Experience</b>	Experience in licensing or a similar regulatory discipline  Experience leading on delivery of service improvements	Experience in delivering such duties in a large public organisation or equivalent  Previous appropriate supervisory or management experience	Application Form Interview References
<b>Special Knowledge/Skills</b>	Good written and oral communication skills  Knowledge of licensing  Good organisational skills  Competent with information technology systems  Excellent time management and	Knowledge of licensing administration	Application Form Interview

Factors	Essential	Desirable	How identified
	<p>work scheduling skills</p> <p>Ability to lead and develop a team and service</p>		
<b>Personal Qualities</b>	<p>Ability to work under pressure with limited supervision</p> <p>Good inter-personal skills</p> <p>Flexible and adaptable personality and approach to work</p> <p>Attention to detail and accuracy of work</p>	<p>Ability to accommodate a heavy and variable workload</p>	<p>Interview</p>
<b>Interests and Motivation Relevant to job</b>	<p>High level of personal and professional motivation</p> <p>Desire to utilise the opportunities provided by the post</p> <p>Interested in licensing issues</p>	<p>Willingness to progress career</p> <p>Development of existing and acquisition of new skills</p>	<p>Interview</p>
<b>Commitment</b>	<p>An enthusiastic approach</p> <p>Commitment to improve the licensing service in Wolverhampton</p>		<p>Interview</p>