|  |
| --- |
| **Police Staff** **Licensing Coordinator** **Allocated Area Command** **Role Definition:AC082 / 18276** |

**ROLE DEFINITION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dept / Area Command: | Allocated Area Command | http://domcms/icons/ecblank.gif | Section: | Partnerships |
| Post Title: | Licensing Coordinator | http://domcms/icons/ecblank.gif | Post Reference: | AC082 / 18276 |
| Post Grade: | Grade E | http://domcms/icons/ecblank.gif | Location: | Allocated station |
| Car User Status: |  | http://domcms/icons/ecblank.gif | Telephone Allowance: |  |
| Shift Allowance: |  | http://domcms/icons/ecblank.gif | Standby Allowance: |  |
| Weekend Enhancement: |  | http://domcms/icons/ecblank.gif | Contractual Overtime: |  |
| Line Manager: | Sergeant Neighbourhood | | | |
| Staff Responsibilities: | Not Applicable | | | |
| Purpose: | Coordinate all matters relating to licensing on behalf of the Area Command whilst advising police officers and staff with regard to licensing matters in aid of local and corporate policing plans. | | | |

**Key Responsibilities:-**

1. **Provide specialist advice to Area Command staff on licensing issues by undertaking the relevant research and delivering training to police officers in order to secure the enforcement of legislation whilst promoting best practice.**
2. **Gather, process and disseminate intelligence relating to licensing matters appropriately in order to support enforcement of licensing and any other related legislation in support of the detection and prevention of crime.**
3. **Assess the suitability of applicants for a range of licences by searching police databases, undertaking site visits, conducting meetings and examining intelligence sources, as appropriate, in order to ensure compliance with relevant standards and regulations.**
4. **Undertake the inspection of licensed premises and support police officers inspecting licensed premises in order to verify compliance with relevant legislation.**
5. **Prepare the evidence that may be required to support police objections to the grant of licences and present such evidence before the relevant authorities in order to support legal decision-making in relation to objections and appeals arising from licensing applications.**
6. **Provide guidance to the public and external agencies in order to promote compliance with legal requirements, including the preparation and delivery of presentation and information material when appropriate.**
7. **Undertake proactive environmental scanning and liaison with external agencies and police forces in order to identify developments in licensing legislation and report to management.**
8. **Maintain and monitor clerical and administrative procedures (both paper based and computerised) in order to support the functions of the post and to enable production of a range of management information as required by the Area Command.**

**The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post**