



PAY & GRADING - JOB SPECIFICATION TEMPLATE

This Job Specification sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role. Please ensure that this is read and in conjunction with the given family role for the post.

Profile Owner:

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Alcohol Licencing Officer - Police Staff
Generic Role Profile:	The Licensing Team works in partnership with internal departments and external agencies to prevent harm and reduce crime and disorder associated with licensed and regulated premises. Working closely with Neighbourhood Policing Teams and partners including local authorities, Trading Standards and Environmental Health, the team uses licensing powers, intelligence and engagement to promote safe and responsible venues across the force area.
Salary Band:	6
Operational / Non Operational Role	Non-Operational
Vetting Level:	RV CTC
Reporting to:	Police Sergeant 6935 Phil TEDSTILL
Specific Role Purpose:	As a Police Alcohol Licensing Officer, you will represent West Midlands Police within the licensing regime, using the Licensing Act to help prevent crime and disorder while supporting a vibrant and diverse night-time economy. You will work with new and existing licence holders to identify risks, promote compliance and introduce measures that reduce harm and prevent issues from recurring. The role involves assessing licensing applications, carrying out compliance activity and working with partners and other force departments to share information and intelligence. You will also engage with venues to influence improvements to licensing conditions, operating procedures and the way premises are managed, taking enforcement action where necessary.
Key Responsibilities:	Assess and manage licencing application, including personal licenses, premises licences, variations, club premises certificates, temporary event notices and other licensing requests, applying appropriate risk management.

	• Identify and address opportunities to prevent harm, using intelligence, compliance activity and engagement with licence holders to reduce crime, disorder and demand associated with licensed premises. • Influence and negotiate improvements to licensed premises, working with licence holders and partners to strengthen licensing conditions, operating procedures and venue managements, taking enforcement action where required. • Coordinate and support proactive neighbourhood policing activity, providing guidance to Neighbourhood Policing Teams and working with partners to ensure licensed premises promote the licensing objectives. • Gather, maintain and share licensing intelligence and information, producing briefings records to support policing activity and providing specialist licensing advice to colleagues and partner agencies
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SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE	
Knowledge & Experience <i>This section should detail the requirement of previous experiences and knowledge gained from academic qualifications if appropriate. e.g. significant experience of administrative duties, degree level educated.</i>	
Essential:	• No formal academic qualifications are required for the role but and qualifications around the identification and management of risk would be useful as well as any around security and risk assessments carried out for licensed premises or events. • Knowledge and experience of working within the NTE industry or licensed premises especially at supervisor or manager would be useful • Essential that the candidate is competent in the use of office-based IT such as Microsoft word, Excel and Microsoft office. • The candidate must be confident in presenting skills and be able to collate and prepare information to be presented in a fluent written form and to be presented at meetings and licensing hearing
Desirable:	• Knowledge and experience of working within the NTE industry or licensed premises especially at supervisor or manager would be useful • Previous background in investigation and case preparation as well as giving/presenting evidence at hearings
Skills <i>This section should detail the competency requirement which could be developed through non formal training. e.g. effective time management, influencing and negotiating, effective communication including written and verbal.</i> <i>Refer to skills database for core operational skills</i>	

Essential:	• Must be able to demonstrate knowledge of the Vision and Values of West Midlands Police and the Next Generation Local Policing ambition. • Should the candidate be offered a permanent position in this role they must achieve and maintain the PALO qualification. • Be able to use all Microsoft office packages effectively • Be able to actively participate in meetings. • Experience working effectively as a member of a team and individually • Experience working under minimal supervision • An understanding of the National Decision-Making Model
Desirable:	• Experience in guiding and influencing partners in matters pertaining to your area of business. Experience of third sector providers of services local to the LPA

Hours of Work and Flexibility:	Monday to Friday, 08:00 - 16:00, Hybrid. There may be occasions based on operational demand where you will be expected to work weekends /evening sometime up to 2am in the morning.
Agile Work Style: (if applicable)	It is mostly an office based role at Digbeth Police Station although there will be occasions where agile working is required.

Restriction level:	none
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