



ADUR & WORTHING
COUNCILS

Job Description

Authority:	Adur and Worthing Councils
Directorate:	Communities
Section:	Wellbeing: Public Health and Regulation
Post Title:	Environmental Health Technician (Licensing Specialist) Specialism: Licensing
Grade:	7
Post Number:	42456
Accountable to:	Team Leader (Licensing)
Management responsibility for:	None
Authority to liaise with:	Internal: all internal departments, elected members, constituency MPs. External: Other local authorities, other statutory organisations, commercial trade organisations, community representatives and voluntary organisations, legal representatives, service users and the public
Meetings attended on a regular basis:	Team meetings Sussex Licensing Liaison Group
Work Style	Flexible

Principal purpose of job (role summary)

To be responsible for the implementation and administration of the Councils' Environmental Health policy, as interpreted by the Public Health and Regulation Manager, in relation to the Councils' statutory duties of food hygiene, occupational health & safety, infectious disease, environmental protection and licensing except

when directed to cover other parts of the district for the enforcement of any other of the Councils' statutory duties.

Specialist: Licensing

With an emphasis on statutory duties relating to licensing legislation and functions contained within the Licensing Act 2003 and Gambling Act 2005.

Main duties, tasks and responsibilities of post holder

1. To carry out targeted and programmed inspections within his/her specialism to ensure compliance with relevant legislation. To carry out licensing and registration visits to premises as required. Undertake the processing, granting and issuing of licences.
2. To carry out investigations of notifications of licensing breaches and related matters as directed, within the area of responsibility in accordance with the policies of the Councils.
3. To respond to requests for service from the public, businesses and Councillors, including complaints.
4. To participate in any monitoring programmes as required.
5. To advise on plans submitted to the section under any Planning or Building Control legislation.
6. To participate in the practical training of other members of the section and any other persons temporarily attached to or visiting the section.
7. To assist in departmental or corporate training programmes, projects, surveys or public health promotion activities.
8. To maintain up to date technical and scientific knowledge of current and developing issues. To keep abreast of new legislation, codes of practice and guidance notes and to maintain the necessary competence and Continuing Professional Development.
9. To give or assist in, presentations, lectures or training sessions to other members of the Council, the public and businesses.
10. To prepare reports (including reports to Committee) and letters.
11. To prepare witness statements and give evidence in a court of law.
12. To keep computer and/or manual records of actions in accordance with the procedures of the Team and as directed by the Public Health & Regulation Manager.
13. To carry out pre-planned visits outside of normal office hours where necessary and to assist in emergencies at any time of day or night.
14. To maintain and control laboratory stocks and equipment.
15. To publicise and positively promote the work of the Public Health & Regulation Team.

General

16. To maintain a thorough understanding of the relevant policy and legislative framework including Council powers and duties under Wellbeing.
17. To secure the efficient, effective, economic and customer orientated service delivery of the duties associated with the post, in accordance with Council Policies, Standing Orders, Financial Regulations and other authorised procedures and practices & secure the efficient and effective use of all resources under the control of the post holder.
18. Have regard to safeguarding duties and responsibilities in line with the Councils' policies and procedures.
19. Undertake such other duties as may reasonably be allocated to the post holder, which may involve providing assistance in any section of the department as may be required from time to time.
20. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the post holder as a result of legislation, codes of practice or Council policies.
21. Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the post holder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Job Description agreed by:

Name of Post holder:	
Signature:	
Date:	
Name of Line Manager:	
Signature:	
Date:	
Name of Executive Head of Service:	
Signature:	
Date:	