



# ADUR & WORTHING COUNCILS

## Person Specification

<b>Authority:</b>	Adur and Worthing Councils
<b>Directorate:</b>	Communities
<b>Section:</b>	Wellbeing: Public Health & Regulation
<b>Post Title:</b>	Environmental Health Technician (Licensing Specialist)  <b>Specialism:</b> Licensing
<b>Post Number:</b>	42456
<b>Accountable to:</b>	Team Leader (Licensing)
<b>Management responsibility for:</b>	None
<b>Authority to liaise with:</b>	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

Area	Requirements	
Qualifications	Essential	Desirable
	<b>Licensing Specialist:</b>	BIIAB Certificate for Licensing Practitioners (LA2003). BIIAB Certificate for Gambling Licensing Practitioners (GA2005)
<b>Professional Registration</b> <i>(where applicable)</i>	N/A	
<b>Knowledge &amp; Experience</b>		

<p>Technical</p> <p>(e.g. Technical, Administrative, Managerial – use one or more categories as/where appropriate)</p> <p>Relevant Experience</p>	<p><b>Licensing Specialist:</b> Sound knowledge of current licensing legislation and established industry good practice.</p> <p>Experience of organising and prioritising own workload.</p>	
<b>Skills</b>		
<p>Communication/relationship</p>	<p><i>Negotiating Effectively</i> Prepares and applies sound and persuasive arguments to secure positive outcomes from negotiations</p> <p><i>Promoting the Service</i> Seizes opportunities to create a positive and professional image of the service through discussion and personal example.</p> <p><i>Collaborating &amp; Teamworking</i> Demonstrates commitment to colleagues, team objectives and collaborative working opportunities</p> <p><i>Developing Productive Relationships</i> Builds effective working relationships with a diversity of individuals and groups</p> <p><i>Communicating in Writing</i> Produces clear, succinct and well structured written work which creates a positive impact on the recipient(s)</p> <p><i>Communicating Orally</i> Conveys messages effectively, creating a positive impact on the listener(s)</p>	

Analytical/ judgmental	<p><i>Analysing &amp; Evaluating</i> Reflects on information, defines the key issues and reaches logical conclusions</p> <p><i>Being Financially Aware</i> Fully considers the financial dimension to own activities, monitoring expenditure and ensuring true value for money is delivered.</p> <p><i>Making Decisions</i> Takes decisive and effective action to tackle professional challenges</p> <p><i>Exercising Political Awareness</i> Recognises the impact of politics and politicians and works accordingly</p> <p><i>Delivering Customer Centred Services</i> Achieves customer satisfaction by identifying genuine needs and jointly developing effective solutions</p> <p><i>Minimising Risk</i> Ensures that risks to customers, colleagues and self are minimised, taking decisive actions to tackle unsafe practices</p>	
Planning/ organisational	<p><i>Delivering Results</i> Works hard, takes ownership and consistently meets or exceeds targets.</p> <p><i>Planning &amp; Co-ordinating</i> Establishes clear targets, defines plans and coordinates resources in order to meet them.</p>	
IT	<p><i>Applying New Technology</i> Embraces technological change and develops the</p>	Ability to use Microsoft IT packages including Microsoft Word and Google Workspace

	skills necessary to effectively apply it.	including Mail, Sheets and Docs.
<b>Abilities</b>		
Physical	Ability to carry out physical tasks such as climbing ladders, moving equipment and taking samples, sometimes in dirty and disagreeable conditions. Professional appearance and conduct when interacting with clients.	
Mental	<p><i>Resilience and Professionalism</i> Works to the highest standards, demonstrating resilience to pressure and retaining due professionalism at all times</p> <p><i>Enhancing Expertise</i> Demonstrates a commitment to continuously improve own knowledge, skills and performance</p>	
Emotional	<p>Assertive, tactful and calm under pressure/conflicting priorities.</p> <p><i>Promoting Diversity</i> Promotes respect for all people, recognises differing needs and expectations and challenges all oppressive practice</p>	
Working conditions / Style	Able to work in an open office and/or remote environment.	
Other:	Current driving licence	

**Person Specification agreed by:**

<b>Post holder:</b> <i>(print name)</i>	
<b>Signature:</b>	

<b>Date:</b>	
<b>Line Manager:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Executive Head of Service:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	