



*Environmental Services  
Environmental Protection Division  
Trading Standards & Licensing Group*

# Licensing Professionals

## Person Specifications

To be read in conjunction with the Information Pack for Applicants

[www.tradingstandards.gov.uk/oldham](http://www.tradingstandards.gov.uk/oldham)

*Last Updated March 2006*

## Person Specifications

Trading Standards and Licensing Group Professional Officer Band (Licensing Officers)				
Education & Qualifications				
Competency Level	Essential	Desirable	Assessed?	
			E	D
<i>All Levels</i>	<ul style="list-style-type: none"> <li>Current Full Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>None Specific</li> </ul>	E	
<i>Entry Level</i>	<ul style="list-style-type: none"> <li>National Certificate for Personal Licence Holders; or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>National Certificate for Licensing Practitioners</li> <li>Ability to demonstrate progress towards achievement of the Higher Education Certificate in Licensing Law</li> </ul>	A E	A E I
<i>Competent Level</i>	<ul style="list-style-type: none"> <li>Higher Education Certificate in Licensing Law; or</li> <li>Acceptable equivalent (see p.6 of Applicant's Information Pack)</li> </ul>	<ul style="list-style-type: none"> <li>BTEC Qualification in Taxi Licensing</li> </ul>	A E	A E
<i>Senior Level</i>	<ul style="list-style-type: none"> <li>Higher Education Certificate in Licensing Law; or</li> <li>Acceptable equivalent (see p.6 of Applicant's Information Pack)</li> </ul>	<ul style="list-style-type: none"> <li>Competency training in a particular specialist field above the level of basic qualifications</li> </ul>	A E	A E PP
<i>Advanced Level</i>	<ul style="list-style-type: none"> <li>Certificate of Higher Education in Licensing Law; or</li> <li>Acceptable equivalent (see p.6 of Applicant's Information Pack); and</li> <li>Competency training in a particular specialist field above the level of basic qualifications</li> </ul>	<ul style="list-style-type: none"> <li>Competency training in mentoring or coaching skills and/or training skills</li> </ul>	A E	A E PP
Experience				
Competency Level	Essential	Desirable	Assessed?	
			E	D
<i>All Levels</i>	<ul style="list-style-type: none"> <li>None specific</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a law enforcement environment</li> <li>Experience of handling criminal evidence</li> </ul>		A PP
<i>Entry Level</i>	<ul style="list-style-type: none"> <li>Understanding of the role of Licensing in regulation.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in or with a Licensing Department</li> </ul>	A I	A

<i>Competent Level</i>	<ul style="list-style-type: none"> <li>• Experience of working in or with a Licensing Department</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of undertaking inspections at licensed premises</li> <li>• Experience of preparing reports for prosecution</li> <li>• Experience of giving evidence in court</li> </ul>	A	A I PP
<i>Senior Level</i>	<ul style="list-style-type: none"> <li>• Experience of working in or with a Licensing Department</li> <li>• Experience of undertaking inspections at licensed premises</li> <li>• Experience of preparing reports for prosecution</li> <li>• Experience of giving evidence in court</li> </ul>	<ul style="list-style-type: none"> <li>• Specialist experience in a particular field of licensing work</li> <li>• Experience of representing the licensing profession at a national or international level</li> <li>• Experience of working with quality management systems</li> </ul>	A I PP	A I PP
<i>Advanced Level</i>	<ul style="list-style-type: none"> <li>• Experience of working in a Licensing Department</li> <li>• Specialist experience in a particular field of licensing work</li> <li>• Experience of representing the licensing profession at a national or international level</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with quality management systems</li> </ul>	A I PP	A I PP

**Skills and Abilities**

Competency Level	Essential	Desirable	Assessed?	
			E	D
<i>All Levels</i>	<ul style="list-style-type: none"> <li>• Ability to handle confrontational situations</li> <li>• Ability to analyse complex data and events and draw conclusions</li> <li>• Ability to respond to customer courteously and helpfully</li> <li>• Ability to prioritise work and meet tight deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use trader databases (our service uses FLARE)</li> <li>• Ability to analyse intelligence material and make tactical decisions</li> </ul>	I AC	I AC

<i>Entry Level</i>	<ul style="list-style-type: none"> <li>Shows creativity and innovation in designing or updating working practices.</li> <li>Explores and evaluates the feasibility of appropriate options before making operational decision.</li> <li>Demonstrates persistence and resourcefulness to get things done.</li> </ul>	<ul style="list-style-type: none"> <li>Completes operational tasks without supervision.</li> </ul>	I AC	I AC
<i>Competent Level</i>	<ul style="list-style-type: none"> <li>Balance needs of self with those of others when tackling competing demands</li> <li>Sustains a high level of integrity, honesty and professionalism</li> </ul>	<ul style="list-style-type: none"> <li>Shows creativity and innovation in designing or updating working practices.</li> </ul>	I AC	I AC
<i>Senior Level</i>	<ul style="list-style-type: none"> <li>Ability to develop, plan and monitor clearly defined projects</li> </ul>	<ul style="list-style-type: none"> <li>Ability to demonstrate coaching and mentoring skills</li> <li>Ability to demonstrate teaching skills</li> </ul>	A E PP	A PP
<i>Advanced Level</i>	<ul style="list-style-type: none"> <li>Ability to demonstrate coaching and mentoring skills</li> </ul>	<ul style="list-style-type: none"> <li>Ability to demonstrate teaching skills</li> </ul>	A PP	A PP

<b>Knowledge</b>				
<b>Competency Level</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed?</b>	
			<b>E</b>	<b>D</b>
<b>All Levels</b>	<ul style="list-style-type: none"> <li>Knowledge of criminal law practice and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of licensing law practice and procedures</li> <li>Knowledge of human rights requirements, including how to ensure integrity in the criminal justice system</li> <li>Knowledge of equalities and diversity issues</li> </ul>	A I AC	A I AC
<i>Entry Level</i>	<ul style="list-style-type: none"> <li>Ability to demonstrate core knowledge of licensing functions at Foundation Level</li> </ul>	<ul style="list-style-type: none"> <li>Ability to demonstrate some knowledge necessary for the implementation of the Gambling Act 2005.</li> </ul>	A E AC I	A AC I

<i>Competent Level</i>	<ul style="list-style-type: none"> <li>Ability to demonstrate a detailed knowledge of the Licensing Act 2003 and Private Hire and Hackney Carriage Licensing and the core functions surrounding the Gambling Act 2005.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to demonstrate some knowledge of specialist licensing i.e. street trading, second hand dealers, motor salvage.</li> </ul>	A E AC I	A AC I
<i>Senior Level</i>	<ul style="list-style-type: none"> <li>Ability to demonstrate a detailed knowledge of committee and constitutional processes.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to demonstrate knowledge of coaching and mentoring techniques</li> <li>Ability to demonstrate knowledge of teaching techniques</li> </ul>	A E AC I	A AC E
<i>Advanced Level</i>	<ul style="list-style-type: none"> <li>Ability to demonstrate knowledge of coaching and mentoring techniques</li> </ul>	<ul style="list-style-type: none"> <li>Ability to demonstrate knowledge of teaching techniques</li> </ul>	A AC	A AC
<b>Work Circumstances</b>				
<b>Competency Level</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed?</b>	
			E	D
<i>All Levels</i>	<ul style="list-style-type: none"> <li>Ability to work outside office hours in accordance with the Flexibility Scheme</li> </ul>	<ul style="list-style-type: none"> <li>None Specific</li> </ul>	A I	

Codes for Assessment:

A – Application Form

I – Interview

AC – Assessment Centre

PP – Professional Portfolio

E – Evidence (by way of Certificate/Licence/etc)