



Role Profile

Lead Officer (Miscellaneous Licensing)			
Reference No.	A4588	Type	Individual
Service	Legal Services		
Job Family		Grade	FC8

Purpose
To provide day to day operational management and supervision of a team of employees in the delivery of a consistent, high quality, efficient and effective customer focussed service, this being the Council's Miscellaneous licensing function.
To provide advice and assistance to the Council and outside bodies on the range of miscellaneous licensing law and statutory Local Authority functions as well as in the servicing of the Council, its committees, sub-committees, partnership bodies and working groups together with associated administrative duties, so far as they fall within the remit of the Council's Regulation & Licensing Committee. This also includes being the sole Local Authority Liaison Officer with the Scottish Section of the Showmen's Guild of Great Britain.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Providing day to day management and supervision of a designated team or function, through coaching, managing attendance, performance and conduct, while delivering and maximising the efficient and effective use of physical, financial and staff resources available. This also includes dealing with a variety of Council functions and decision-making as well as providing professional leadership and support to the team.	<p>Educated to SCQF level 8 which includes an HND or SVQ level 4 equivalent, or equivalent experience.</p> <p>Awareness of miscellaneous licensing law and practice Ability to think strategically with experience of translating strategy into deliverable plans</p> <p>Ability to manage conflicting demands</p>	<p>✓</p> <p>✓</p>	<p>✓</p>

E = Essential Criteria D = Desirable Criteria

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	Organisational skills Leadership and team building skills (Working together – see How we Work Matters Framework) Supervisory and/or management skills Ability to manage a multi-functional, and specialist team Experience of working quickly and accurately under pressure (Taking ownership) Previous supervisory or management experience	✓ ✓ ✓ ✓	✓
Providing general and specific advice and assistance at all levels of the Council, to its officials and to its members on miscellaneous licensing law (in collaboration with the Legal Services Manager), statutory Local Authority functions and policy documents. Being responsible for developing and reviewing policies and procedures in relation to licensing matters as well as statutory reviews. Ensuring project and policy compliance with legal and regulatory requirements.	Understanding of the political context and need for public accountability in a public sector organisation Knowledge of local authority context, practice and procedures, including statutory framework and governance structures Written and verbal communication skills including ability to translate complex scenarios into clear customer focused language Experience of responding independently to unanticipated problems or situations, and exercising initiative to make decisions (Deliver results)		
Representing the Council at meetings and liaising with outside bodies/parties such as the Scottish Section of the Showmen’s Guild of Great Britain, the Police, other local authorities, solicitors and, on occasion, external advisers and where appropriate, negotiate outcomes favourable to the Council.	Negotiating skills		
Directly involved in the identification, development and implementation of process improvements to ensure the delivery of a consistent, high	Knowledge of good customer engagement and customer care (Focus on customers)		

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<p>quality service, which meets the needs of our customers, the Council and its partners which includes identifying and engaging with relevant services to implement improvements and service changes based on issues faced by customers and performance data.</p>			
<p>Building strong relationships with colleagues and partners so that work is integrated with and supports other relevant work in the Council and wider community. Developing and implementing opportunities to work more effectively with partners as well as promoting the transfer of skills, knowledge and understanding to staff and other Services wherever possible by providing and assisting in the provision of training to other Services, Council officials and to new Members on a variety of topics such as new and anticipated legislation.</p>	<p>Experience of collaborative working Experience of contributing to change outside of immediate area of responsibility</p> <p>Knowledge of design and delivering training and briefing sessions (Embrace Technology and Information)</p>		
<p>Contributing to the achievement of the key priorities and milestones set out in the Council Plan and the Service Improvement Plan and contributing to the service workforce planning, service change planning. Delivering performance outcomes that meet Directorate and Service targets and contributing to the wider development of the Service and Directorate and other services. This includes managing and analysing performance levels in relation to the Miscellaneous Licensing team performance, developing and implementing solutions for continuous improvement.</p>	<p>Experience of working with minimum supervision in an environment of change and challenge, demonstrating resilience and flexibility with competing demands</p> <p>Evidence of driving change in designated area Initiating and managing continuous improvement</p> <p>Analysing problems and determining creative and practical solutions Ability to demonstrate project work delivering efficiencies or savings</p>		
<p>Preparing and collating all agendas, reports and minutes for committees, sub-committees and partnership bodies as well as preparing reports and providing comments and opinions for reports on behalf of Legal Services for submission to committees and sub-committees as appropriate and ensuring compliance with statutory, regulatory and governance requirements to the Regulation & Licensing Committee.</p>	<p>Experience of committee administration or equivalent processes</p> <p>Ability to analyse issues and produce and present reports and minutes</p> <p>Accuracy and attention to detail of written work</p>		

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Attending Regulation & Licensing Committee meetings as well as ad hoc meetings with the Convener and Vice-Convener as required and providing legislative and procedural advice and guidance in relation to the Council's Governance Scheme and statutory procedures affecting the conduct of meetings, ensuring the decisions meet the legislative requirements and recording all relevant points and decisions.	Comprehensive knowledge and awareness of relevant regulation, legislation and statutory requirements to support decision making and provide advice.		
Investigating and responding to relevant matters raised by members of the public, elected Members and other services as appropriate.	Interpersonal skills		
Contributing to budgetary monitoring and planning of the Miscellaneous Licensing budget and being involved in delivering agreed savings and efficiencies.	Relevant financial management skills		
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.