



Role Profile

Licensing Administrator

Reference No.	A4504	Type	GENERIC
Service	Legal Services		
Job Family	Para-Professional	Grade	FC5

Purpose

To process applications and carry out the administration of alcohol, gambling and civic government licensing functions of the Council and the Fife Licensing Board.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

To ensure that applications for licences are processed in accordance with the statutory requirements and that any timescales or performance measures applied in respect of the applications are met.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E	D
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Educated to SCQF level 6, which includes Highers or SVQ level 3 or equivalent

✓	
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Case management experience

✓	
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Experience of working quickly and accurately under pressure (See How We Work Matters Framework - Delivering Results)

✓	
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Knowledge of licensing law and practice

	✓
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IT skills (Embrace technology and information)

✓	
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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
Assisting applicants with completion of applications as required and responding to applicants' enquiries in writing or verbally	Excellent written and oral communication skills (Focus on customers)	✓	
To assess the accuracy of information submitted and exercise judgement	Experience of carrying out assessment of information submitted Accuracy and attention to detail in the preparation of written work	✓ ✓	
To develop strong, effective working relationships with members of the Council and the Licensing Board, applicants for licences and licence holders, the Police, officers from other Council services, the local community and other stakeholders, as appropriate	Experience of dealing with the public, councillors, lawyers and officers from other agencies	✓	
To attend meetings of the Licensing Board or committees of the Council as required to provide assistance to the Clerk	Team working (Work together)	✓	
To assist in the development and revision of new administrative processes to support the delivery of the licensing function including the development of electronic or digital service delivery	Knowledge of implementing changes in processes and procedures (Take ownership)	✓	
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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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 – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results