

PEN2S  
**CYNGOR GWYNEDD**

**JOB DESCRIPTION**

<b>JOB TITLE</b>	Licensing Enforcement Officer	<b>SALARY SCALE</b>	S2 (SCP25-28)
<b>DEPARTMENT</b>	Environment	<b>SERVICE</b>	Public Protection
<b>LOCATION</b>	Pwllheli	<b>POST NO.</b>	4NMD08

<b>ACCOUNTABLE TO</b>	Public Protection Manager (Environment)
<b>POST NUMBER</b>	4NMD08

<b>PURPOSE OF THE POST</b>	Contribute towards the effective implementation of the Council's policy in relation to public protection and legal businesses by promoting high standards of compliance with public protection legislation and good practice.
----------------------------	---

<b>RESPONSIBILITY FOR RESOURCES (staff, budgets, resources)</b>	<p>Responsibility for:</p> <p><b>Equipment:</b> Daily responsibility for ensuring the acceptable condition and safety of a variety of equipment, including personal protective equipment.</p> <p><b>Money:</b> Responsibility for money, for example when buying samples.</p>
---	---

<b>MAIN DUTIES AND KEY TASKS.</b>	<ol style="list-style-type: none"><li>1. Enforcement of legislation that falls within the Unit's remit where the post holder has the authority and appropriate qualifications, by undertaking inspections, investigations and giving advice to businesses and other authorities.</li><li>2. Specifically the post holder will usually undertake work in the following public health areas:<ol style="list-style-type: none"><li>a) Licensing of caravan and camping sites and animal establishments</li><li>b) Enforcement of health and safety at work</li></ol></li></ol>
-----------------------------------	---

3. Conduct inspections of property, licensing processes and activities to establish compliance with current legislation.
4. Complete inspections, and keep records of compliance with related standards.
5. Investigate complaints and cases of breaching licence conditions in accordance with the targets set by the service
6. Consult with the Planning Service and the National Park on planning matters relating to caravan and camping sites.
7. As needed, take statutory enforcement steps to deal with significant breaches, subject to supervision by the public protection officer and approval by the Public Protection Manager where practically possible.
8. Enforce legislation in relation to licences and permits relevant to the specific duties of the post - such as caravan and camping sites; beauty treatments and piercing; animal establishments; and permits and other various licences.
9. Assist with business advice and education initiatives.
10. Respond swiftly and appropriately to emergencies, in accordance with the restrictions of the post holder's authority.
11. Represent the Council as an expert witness in court proceedings.
12. Collaborate closely with departments and relevant Agencies
13. Comply with the Council's financial procedures and guidelines, with specific reference to any fees received.
14. Record work by using the required method(s) and within the designated timetable.
15. Delegate for other officers where circumstances dictate this.
16. Comply with the guidance contained in the Council's equality and equal opportunities policies and procedures.
17. The post holder will be responsible for his/her own professional development.
18. Ensure compliance with workplace Health and Safety rules in accordance with the responsibilities noted in the Health and Safety at Work Act 1974, subordinate rules and the Council's Health and Safety Policy.
19. Respond to other matters that fall to the Public Protection Service as required, in accordance with the grade of the post.
20. Responsibility for managing information in accordance with the Council's information management guidelines. Ensure that personal details are treated in accordance with data protection requirements.
21. Commitment to reducing the Council's carbon emissions in accordance with the carbon management plan, and encourage others to act positively towards reducing the Council's carbon footprint.

PEN2S

	<p><b>22. The post holder will be required to work outside usual standard office hours as needed.</b></p> <p><b>23. Responsible for reporting any concern or suspicion that a child or vulnerable adult is being abused</b></p>
--	---

<p><b>SPECIAL CIRCUMSTANCES</b> (e.g. the need to work unsociable hours, special working arrangements etc).</p>	<p>The post holder will sometimes be required to conduct investigations in dirty / unpleasant environments.</p> <p>From time to time, the post holder will be required to work antisocial hours.</p> <p>The post holder may be required to plan, implement and review projects to maintain or improve the health and well-being of Gwynedd residents.</p> <p>To occasionally attend regional or national meetings on behalf of the Authority</p>
---	--

<i>To be completed by the post holder.</i>			
<b>SIGNATURE OF POST HOLDER</b>		<b>DATE</b>	
<b>SIGNATURE OF HEAD OF SERVICE</b>		<b>DATE</b>	