Job Description

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St.Helens Council

Post: Licensing & Land Charges Assistant

Department: Place Services

Grade: SCP 7 – 11

Responsible to: Team Leader

Purpose of the Post: To provide an efficient and effective licensing and land charges service.

Duties & Responsibilities

1. To assist the Team Leader in the provision of advice to the public regarding all licensing and land charges matters.

2. Receipt, registration and processing of Land Charges Con29 enquiries, Common Land enquiries and personal search enquiries.

3. Upkeep of the Land Register including data cleansing and additions to the register conducting all necessary checks prior to submission.

4. To provide detailed budget projections based on reconciled income and expenditure for use by the Licensing and Land Charges Manager.

5. Ensure all income that is due is appropriately recorded and monitored in line with legal framework.

6. Receipt, registration and processing of licensing applications using a range of bespoke software packages.

7. To assist in the monitoring of compliance with licensing conditions and investigation of complaints and to provide support to enforcement staff as required.

8. To carry out face to face customer appointments for licensing and land charges matters.

9. To carry out vehicle checks and issue condition notices were appropriate.

10. To assist with enforcement and compliance exercises conducted throughout the borough and the recording of detailed information.

11. To deal with general complaints regarding the service and provide investigatory support to other officers.

12. Provide comprehensive advice and guidance to Licensing and Land Charges customers.

13. To comply with the Council's Financial Instructions Policy.

14. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.

15. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.

16. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy).

17. To comply with the Council's Code of Conduct a fundamental aspect of which are "the Seven Principles of Public Life", and to conduct oneself with the highest standards of conduct that they require.

This post is not subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

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