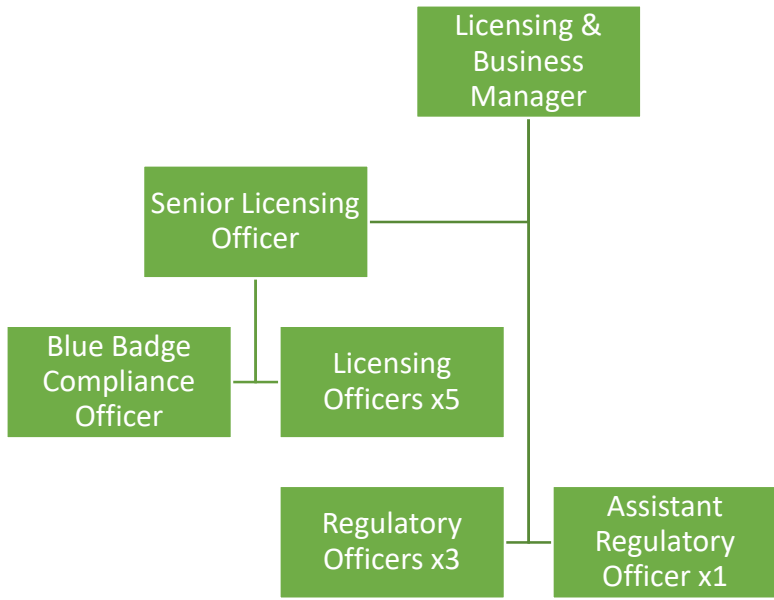


Job Description

Department:	People & Communities
Division/Section:	Communities and Safety/Regulatory Services
Job Title:	Assistant Regulatory Officer
Post No:	004739
Grade:	8
Reports to:	Licensing & Business Manager
Organisation Chart: Show immediate manager and any jobs reporting to this post.	 <pre> graph TD LBM[Licensing & Business Manager] --- SLO[Senior Licensing Officer] LBM --- BBO[Blue Badge Compliance Officer] LBM --- LO[Licensing Officers x5] LBM --- RO[Regulatory Officers x3] LBM --- ARO[Assistant Regulatory Officer x1] SLO --- BBO SLO --- LO LO --- RO LO --- ARO </pre>
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Line Management responsibility for:	No. of direct reports: None No. of indirect reports: none
Size of budget:	Not Applicable

Job Purpose:	<ol style="list-style-type: none"> 1. To undertake low/medium risk-based inspections, and project based work 2. Investigate regulatory breaches 3. To assist with both proactive and reactive regulatory activities including utilisation of education and other interventions to increase regulatory compliance.
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Main Duties & Responsibilities (in order of Importance)

1. Inspect low risk/medium risk rated premises, goods, equipment, vehicles and other items as necessary to determine compliance with legislation, licensing conditions, registrations, consents, authorisations and certifications. Implement appropriate interventions in accordance with Council policies to rectify non-compliance.
2. Undertake investigations into low-level breaches of legislation, prepare notices, prepare statements, and assist in the compilation of legal reports for use in court.
3. Investigate complaints of regulatory breaches, accidents or notifications of disease. To implement appropriate statutory and non-statutory interventions to address them where appropriate.
4. Establish and maintain effective working relationships with other council services, public, private, and voluntary sector organisations to maximise effectiveness and efficiency of service delivery.
5. Develop a good understanding of all functions undertaken by the Division, and a good level of competence and knowledge relating to functions and legislative areas forming part of the role of the post holder.
6. Support project based work streams and initiatives, including production of all necessary documentation.
7. Consider applications, make recommendations to senior officers and arrange for updating and maintenance of registers as appropriate.
8. To represent the service as required on local, and regional meetings and forums, and working groups.
9. To provide legislative advice, information and training to service customers and stakeholders.
10. To assist the Lead Officer and develop specialist knowledge on areas of the team's responsibilities as determined by the line manager, and provide support and guidance to the team.
11. Prepare briefing notes and give presentations on subjects within the Sections areas of responsibility as required.
12. Develop and maintain procedures and working instructions for areas identified by the line manager.
13. Work unsociable hours including weekends and evenings as necessary to maximise the effectiveness of service delivery.
14. Provide support and assistance to other members of the Section and Division as necessary to facilitate effective service delivery, as well as supporting staff development.
15. To undertake training and sit examinations identified as necessary for the performance of the post.

<p>Generic Responsibilities:</p>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
<p>Flexibility Clause:</p>	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>
<p>Variation Clause:</p>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE: 04 October 2019

COMPLETED BY: Kerry Leishman