

Job Profile Information: Night Time Economy Partnership Officer

This supplementary information for Night Time Economy Partnership Officer is for guidance and must be used in conjunction with the Job Capsule for Job Family Environmental, Job Level 3 Zone 2 and Camden Way Category 3

Role Purpose:

To supervise Night Time Economy Community Safety Partnership operations / projects / activities.

To represent Environmental Health, Business and Consumer Services at monthly partnership meetings.

To conduct joint visits with police licensing to licensed premises as required.

To take personal responsibility for the delivery of licensing function(s) within Business and Consumer Services including the effective investigation and resolution of cases.

To work with Consumer Safety and Emergency Management and other partners on the use of specific related legislation such as Community Protection Notices and Public Space Protection Orders.

Example outcomes or objectives that this role will deliver:

- To work with the Community Safety Partnership to deliver and supervise night time economy interventions
- To support the Community Safety and Emergency Management Service with bespoke night time economy related time limited projects and ongoing business as usual activities as required.
- To take personal responsibility for developing, implementing and enforcing policies in connection with the licensing core function.
- Determine the most appropriate intervention to be taken to resolve a request for assistance, whether this be informal or initiating legal proceedings involving the preparation and giving evidence in court.
- To keep abreast of all relevant new and draft legislation, advice, regulations, training updates and other developments relevant to the Night Time Economy and Licensing.
- Responsibility for the timely investigation of service requests, including programmed inspections and use of appropriate interventions in line with the Camden Plan priorities and enforcement policies.
- To prepare reports for Licensing Sub-Committee hearings, and attend hearings to present reports.
- To be self-directing and to take responsibility for your own learning and development and be confident to identify opportunities for innovation to improve the service in terms of creating and improving policies and procedures, particularly through the evaluation and review of case work performance and customer feedback.

- To assist in the identification, design and delivery of projects that improve the services response to reducing risks and impact of non-compliance with legislation on the community.
- Identify learning from external sources to continuously improve service delivery.
- To investigate and manage caseload with competing priorities.
- Provide advice and assistance to householders and businesses.

People Management Responsibilities:

There are no formal management responsibilities for this role.

Relationships:

Reports to the Business and Consumer Services Manager.

To be effective in the engagement and communication with key stakeholders, including but not restricted to:

- Businesses
- Police
- Cabinet members and ward councillors
- Directorates and services across the Council
- Institute of Licensing
- Government departments and other local authorities, especially the Greater London Authority
- Government agencies including Food Standards Agency, Health and Safety Executive, Public Health and Environment Agency
- Local community groups
- Local and national businesses / business representatives
- Work collaboratively with staff in other teams

Work Environment:

- The role will be based in our offices at 5 Pancras Square where staff are expected to base themselves alongside colleagues, with a significant amount of time on-site investigating complaints, carrying out programmed inspections and attending external meetings.
- The role will involve lone working in a diverse range of environments, some potentially hazardous or sensitive in nature. A thorough understanding & adherence of the Council's Health & Safety Policy & guidance is imperative. You will know how to handle a wide range of situations and be prepared to receive advice and training to enhance your skills.

- The post holder will be expected to work independently and with minimal supervision, and will be seen to apply sound judgement and a commitment to delivering excellence and a high quality service to community of Camden. However, may require guidance from senior officers on occasion.
- The post holder is required to work in a busy and demanding office environment with competing demands and priorities, working flexibly to meet individual and service objectives.
- The post holder may be required to work at weekends, early mornings or in the evenings particularly if the working model for the team includes out of hours arrangements.
- The post holder will work in an agile way in line with the Council's move to a flexible and paperless work environment, prioritising their own work within the empowered and enabled team culture, recognising and utilising the expertise of others where appropriate.

Technical Knowledge and Experience:

- Essential: Experience of supervising contractors in a major night time economy setting.
- Essential: Experience of working with a Community Safety Partnership setting.
- Essential: Minimum 2 years licensing enforcement experience.
- Desirable: Hold a BSc/MSc or Diploma in Environmental Health.
- Desirable: Hold a relevant qualification (through a recognised awarding organisation) related to the core function(s) of the service
- Experience of partnership working in a Community Safety setting.
- Have a good knowledge/understanding of the legislative framework relevant to the team and experience in its application to casework in order to:
 - Identify and secure innovative interventions in the investigation of complaints and other enquiries.
 - Prepare and write clear reports, specifications and other documentation relevant to legislation and service of notices.
 - Effectively monitor the progress of works/actions required by informal/formal action.
 - Report and recommend enforcement action for failure to comply with requirements of legislation and statutory notices.
 - Attend court, prepare and give evidence as required; and participate in PACE interviews.
- To have good observational and investigation skills; and the ability to carry out inspections relevant to the work area, at times outside normal core working hours.
- Ability to take an organised approach to own workload whilst dealing with conflicting priorities and to ensuring a customer service focused approach.
- Experience of working collaboratively with internal and external partners to identify innovative and creative approaches to the Night Time Economy and Camden objectives.

- Demonstrate good customer care and communication skills in explaining complex and technical issues accurately, clearly and concisely both orally and in writing when dealing with all service users.
- Capacity to show resilience and tenacity in the face of difficult cases and work effectively to resolve these.
- Experience of dealing with the public, face to face and ability to defuse confrontational situations.
- Demonstrate your involvement and participation on projects as part of a team, and identify how this has led to a successful outcome.
- Knowledge of and ability to manage sensitive intelligence and information securely.
- Proven ability to identify service improvements.
- Understand importance of accurate data entry in relation to updating management information systems and the consequential impact on business intelligence for the service.
- Demonstrate an awareness of politically sensitive issues.
- The role will be based in an enabled and empowered team focussed service where all officers are expected to work as one team to assist in the development of a culture where knowledge and experience is shared and responsibility for making decisions on complex issues is shared, where appropriate.

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways

- Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

Chart Structure