

ROLE PROFILE Part1	Role Title	LICENSING AND ALCOHOL HARM REDUCTION CONSTABLE			Dept /LPA	PREVENTION & NEIGHBOURHOODS
			VETTING LEVEL			
Grade/Rank	Constable					
Responsible To	Licensing Sergeant					
Staff Responsible For	None					
Reviewed by (Manager)	PS 1878 Ainsworth				Date	25/4/2019
Purpose of Job	To provide an effective single point of contact in respect of licensing matters across the Area including completing case papers in relation to licensing reviews and hearings and ensuring licensed premises are compliant with the 2003 Licensing Act.					
Key Accountabilities	1. Identify and risk assess incidents attributable to licensed premises and utilise the NDM to reduce crime, disorder and incidents of harm and vulnerability. 2. Identify and manage Red & Amber premises based on RAG score / type of incident / intelligence with the objective of reducing incidents. 3. Manage partnerships for long term solutions across organisational and geographical boundaries to reduce the threat risk harm and vulnerability from alcohol consumption. 4. Cover the licensing assistant duties when absent and deal with the majority of variation and new premises licence applications within statutory time frames. 5. Compile and submit representations and objections on applications and reviews of premises licences when necessary and in accordance with the 2003 Licensing Act and 182 Guidance 6. Assist police departments and policing family partners with expert advice, direction and assistance on matters where there is a licensing link. In particular where licensing can facilitate issues of CSE & vulnerability awareness. 7. Attend festivals / large events including prior command and SAG meetings providing written reports and briefings when required. 8. Arrange and conduct test purchase operations. 9. Conduct licensed premises visits to ensure compliance with the 2003 Licensing Act. 10. Maintain accurate records of interactions with licensed premises, their agents and legal representatives. 12. Implement new initiatives to reduce harm and vulnerability 13. To give regular and effective service. Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.					
Additional Requirements	Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, information security policy, procedures and legislation. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.					

