



Role Profile

Role Profile Part 1			
Role title	Licensing and Alcohol Harm Reduction Sergeant	Grade/Rank	Sergeant
Dept/Area	Local Policing	Vetting Level	
Responsible to	Local Policing Support Operational Inspector	Staff line managed	Licensing & Alcohol Related Harm Reduction team members
Reviewed by (Line Manager)	Insp Paul Markham	Date	25/04/2019
Purpose of Job	Provide effective and visible leadership by leading a team undertaking alcohol harm reduction, vulnerability and licensing.		
Key Accountabilities	1. To be an effective single point of contact in respect of strategic Licensing & Alcohol Related Harm Reduction (L&AHR) matters across the force. 2. Ensure the quality of administration and reports created and submitted by the L&AHR team. 3. To provide a focus for action, strategically and tactically to reduce crime and disorder associated with the licensing trade and pursue the aims of the Licensing Act 2003. 4. To lead and develop the L&AHR by providing challenging, intrusive and supportive leadership and the welfare of the team. 5. To maintain a high level of knowledge of local and national trends and developments in the areas of work for which the team is responsible. 6. To provide guidance and advice to staff at all levels ensuring the continuous development of all. 7. To maintain and develop effective inter-agency working in partnership with Licensing Authorities and the industry community. 8. To reduce crime and disorder associated with the licensing trade and pursue the aims of the Licensing Act 2003 and associated guidance.		



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	9. To maintain and develop the use of the National Intelligence Model to effectively address alcohol harm reduction and vulnerability. 10. Give regular and effective service. Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire and Isle of Wight 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	Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data. An initial 6-month probationary period will apply on appointment to the role. All role holders will need to undergo and maintain appropriate vetting in order to carry out the full duties of the role. 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.



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Role Profile Part 2			
Education/Qualifications	Essential: • Competent Sergeant		
	Desirable: • None stated		
Experience and Skills	Essential: • Excellent communication and interpersonal skills. • Understanding the implications of complex legislation and of using and processing a variety of forms. • Good time management- able to work under pressure, able to work and remain motivated with minimum supervision		
	Desirable: • Knowledge of the Licensing Act 2003.		
Approved by People Services		Date	



Role Profile

Role Profile Part 3

Competencies

All roles are expected to know, understand and act within the ethics and values of the Police Service.

[We are Emotionally Aware](#)

Level 2

[We Take Ownership](#)

Level 2

[We are collaborative](#)

Level 2

[We Support and Inspire](#)

Level 2

[We Analyse Critically](#)

Level 2

[We are Innovative and Open Minded](#)

N/A

Underpinning Values

[Courage](#)

[Respect and Empathy](#)

[Public Service](#)

Initial Development Skills for new to role period

All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required

Continuing Professional Development

Courses and Conferences should be attended to benefit professional learning and development.

