

Job Description

POST TITLE: Late Night Levy Manager

DIRECTORATE: Neighbourhoods & Housing

SERVICE: Community Service, Licensing Section

GRADE: PO3

LOCATION: Hackney Council Service Centre

RESPONSIBLE TO: Enforcement and Business Regulation Manager

RESPONSIBLE FOR: Stand Alone Position

PURPOSE OF THE JOB:

1. To be responsible for developing an agreed Partnership Night Time Economy Action Plan between the Police and the Council and affected the Licensing Trade and its implementation across the Borough. This in consultation with the Enforcement and Business Regulation Manager and using funds accumulated in the late night levy fund where necessary.
2. To report on the above plan and other aspects of the Late Night Levy to various Governance boards as requested.
3. To co-ordinate and communicate with all the various stakeholders that are involved in the Late Night Levy imposed on Licensed premises that operate after midnight in the London Borough of Hackney. These are the mainly but not exclusively the various services that are provided by the Levy and the business that are affected in paying the levy.
4. To act as the first point of enquiry in connection for stakeholders with all aspects of the functionality and administrative requirements of the Late Night levy
5. To ensure the efficient management, administration and servicing of the Late Night Levy Board so that members are kept fully informed on the services delivered by the various stakeholders and that terms of reference granted to the Board are adhered to. The current

Board, chaired by the Licencing Committee Chair is made up of Service Heads, Lead Members, Senior Police Officers and external business representatives.

6. To represent the Council and the Board at external meetings and other events and to ensure that open lines of communication are maintained and available to all parties especially to Licenced premises across the Borough.

MAIN AREAS OF RESPONSIBILITY:

1. To produce and regularly review on an annual basis a Partnership Night Time Economy Action Plan which will focus on the crime and disorder prevention across the Borough in the Night Time Economy. This involve the post holder in cross departmental and external working with the Police and the Licensing Trade and will be open to scrutiny. The post holder will recommend the use funds accumulated from the Late Night levy to be agreed by the board. This will involve project managing the Action plan and ongoing further developments for the usage of fund monies and as determined by the Board.
2. To attend all Pubwatch or other business relevant meetings and briefings across the Borough to update licensees and others on Council Activities and to pick up relevant concerns voiced by groups and ensure that these concerns are communicated between the stakeholders.
3. To attend regular tasking groups within the Council and with the relevant Police teams to inform on and suggest enforcement and or other activities to improve on any of the licensing objectives but with particular emphasis on after midnight trading.
4. To liaise with Councillors, members of the public and other relevant stakeholders on all aspects of the administration and policy of the late night levy. This would include the formal preparation for answering Freedom of Information Act requests prior to sign off by the Head of Service and other types of enquiry.
5. To be responsible for the management and administration of the levy, to take notes and produce minutes, to administer accounts and keep track of spending commitments which will involve setting up transparent systems of governance and to ensure proper audit processes can be followed. This will involve working with the Management Accountant and the finance and audit sections.
6. To set up, prepare agendas (with own input) and papers and provide previous minutes for annual quarterly Late Night Levy Boards meetings and to ensure that actions are recorded and subsequently provided for the Board in following meetings.
7. To be highly strategically aware and keep abreast of all legal and practical developments as they affect licensed trade particularly on how they may impact upon the Late Night Levy and devise effective ways communicating these to all stakeholders.

8. To develop, maintain and administer all other records financial and otherwise relevant to the Late Night Levy.
9. To develop in conjunction with the licensing manager a service report and other written updates to be presented annually to the LNL Board and potentially wider to Council and other stakeholders.
10. To be present and available to visit all premises subject to the LNL during their trading hours, after midnight, to introduce and familiarise the service and form business relationships to facilitate effective communications between stakeholders. Also to discuss opportunities for improving the services provided by the Late Night levy and how the Council might take these developments further with businesses at their premises. Shift work out of regular working hours will be required to perform these duties and will require visits in inclement weather to external sites at night.
11. To be present in the planning and implementation of enforcement operations concerning Police and Council staff in preventing crime and disorder in the Night time Economy.
12. To attend and represent the Council on issues addressed to the Licensing Committee.
13. To present representations to the licensing sub-committee on the licensing reviews and also to attend and give witness at appeals heard at Magistrate Courts or Higher Courts.

NB: All employees are expected to adhere to the Council's Diversity & Equality and Health and Safety Policies.

Person Specification

Essential

- To be adept with computer systems such as Word, Excel or alternatives (G Suite), to be able to produce complex documents which will include graphics.
- To have sound project managing skills and experience
- To be an excellent communicator both verbally and in writing. This includes effective, report-writing skills, the ability to draft complex correspondence and the ability to converse with a diverse range of people who have different roles and responsibilities in external organisations.

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- Have the ability to speak in public and possess good presentation skills. To be credible.
- To be knowledgeable and have practical experience about the operations and requirements of the Licensing Act 2003.
- To have experience of developing and maintaining administrative and financial systems.
- To possess critical thinking and problem solving skills. To be persuasive and to have abilities to inspire confidence in others on the areas of responsibility.
- The ability to work independently with minimal supervision, to use initiative and be proactive in developing the service.
- Solid organizational skills, including the ability to multitask and prioritise with effective time-management skills.
- To be able to regularly work at night after midnight on Fridays and weekends.

Desirable

- To have regulatory and/or commercial experience and awareness of the issues facing the night time economy and the place of the Licensed trade within it.
- To have knowledge of how the Police and Council services are structured and how they work in the night time economy.
- To be qualified in Project managing.

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