

# Job Description



<b>Job Title:</b> Child Licensing and Enforcement Officer	<b>Service Area:</b> Attendance Management Service	
<b>Directorate:</b> CYPS	<b>Post Number:</b> 33175	<b>Evaluation Number:</b> 5029
<b>Grade:</b> SO2	<b>Date last updated:</b> January 2019	

## **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

## **PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

## **Overall Purpose of Job**

- To work closely with Schools, Attendance Management Service colleagues, and Finance and coordinate all aspects of issuing Education Penalty Notices (EPN) and collection of fines on behalf of the Attendance Management Service (AMS).
- To manage the issuing and recording of Child Employment Permits, Child Performance Licences and Chaperone's Licences.
- To investigate offences linked to poor attendance (linked to non-payment of penalty notices), child employment, child performances and chaperones and to prepare and submit completed court files to the required standard.

## **Job Context**

The post holder reports to the Courts Manager, Attendance Management Service.

1. The post holder has no line management responsibility
2. The post holder has no budget responsibility.
3. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.

## **Key Tasks and Accountabilities:**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. To maintain computerised and manual records of all EPN transactions and Child Employment and Entertainment contacts, ensuring compliance with the requirements of relevant legislation (i.e. Data Protection Act 2018) and LB Newham financial regulations and produce reports on these.
2. Maintain accurate records on the Oracle Financial System and Impulse Social Inclusion database and regularly communicate with LB Newham Finance colleagues in order to ensure the smooth running of payments and a positive customer experience.
3. To take a leading role in supporting schools and Attendance Management Officers (AMOs) to effectively issue EPNs and have an in-depth knowledge of statutory guidance.
4. To be responsible for managing and investigating queries from customers and schools regarding the issuing and non-payment of Education Penalty Notices and the collection of fines..
5. To constantly review the current processes and systems to ensure these are streamlined in order to provide a more efficient and effective response.
6. To issue child performance permits for children of statutory school age in liaison with production companies, performance agencies, employers, Community Paediatrician, GPs, schools, parents and other LA's.
7. To issue Chaperone's / Matron's Licences on application and having received, and validated, where necessary, satisfactory Disclosure and Barring Service checks, safeguarding training certificate(s) and references.

8. To co-ordinate and carry out visits, as necessary, to employers and places of performance of school-aged children to ensure licenses, risk assessments and health and safety checks have been undertaken and to organise regular child employment campaigns to raise employer awareness of child employment legislation.
9. To identify and escalate any concerns in relation to Education Penalty Notices, Child Employment, Child Performances and Chaperones to the Court Manager and Group Manager.
10. To undertake investigations and gather evidence in compliance with Criminal Procedure and Investigations Act 1996 and Police and Criminal Evidence Act 1984, including producing and compiling witness statements, summary reports and attendance certificates and undertaking interviews under caution.
11. To submit completed court files to the magistrates court in accordance with Single Justice Procedures under the supervision of the Courts Manager.
12. To carry out all duties in line with Council's safeguarding practice and procedures to promote the welfare of children and to refer any concerns to the appropriate statutory agencies

# Personal Specification



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## IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p><b>EQUALITY AND DIVERSITY</b> We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p><b>PROTECTING OUR STAFF AND SERVICES</b> Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	
<p><b>KNOWLEDGE:</b>  A clear up to date knowledge and understanding of the legislation and statutory guidance governing Child Employment and Entertainment Licensing.  Specific knowledge of Child employment Act</p>	<p>Application Form/Interview/Test          Application Form/Interview/Test</p>

<p>1933/1963, Children in Entertainment (Performance) Regulation 1968, The Children (Performances &amp; Activities)(England) Regulations 2014, associated statutory guidance and local byelaws.</p> <p>A clear up to date knowledge and understanding of the legislation and statutory guidance relating to section 444 of the Education Act 1996, the Education (Penalty Notices) (England) Regulations 2007 and Education Penalty Notices Local Code of Conduct.</p> <p>Knowledge of Criminal Procedure and Investigations Act 1996 and Police and Criminal Evidence Act 1984.</p> <p>A knowledge and commitment to safeguarding and promoting the welfare of children and young people.</p> <p>A demonstrable knowledge and understanding of ICT Software Applications such as Microsoft Office, Impulse (Education MIS) and Oracle (Finance).</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p><b>EXPERIENCE:</b></p> <p>Experience of working or dealing with the general public, schools, courts and other agencies.</p> <p>Experience of working within a statutory / enforcement environment</p> <p>Experience in the use of a range of ICT Applications such as Microsoft Office, Impulse (Education MIS) and Oracle (Finance).</p> <p>Experience of working within a time limited framework (eg. for legal purposes)</p> <p>Experience of analysing data in order to identify patterns and trends.</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p><b>SKILLS AND ABILITIES:</b></p> <p>Ability to establish professional, effective working relationships with a range of partners/colleagues and, employers, performance agencies, children and young people and/or parents/carers</p> <p>Ability to compose written reports/email</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>

<p>correspondence conveying clearly articulated advice, guidance or information</p> <p>Ability to compose clear written reports for statutory and other purposes</p> <p>Ability and willingness to maintain knowledge of current legislation and guidance in relation to all elements of role by utilising a range of professional development opportunities, including self-led learning.</p> <p>Ability to make decisions on whether Penalty Notice Requests should be accepted by the AMS and what guidance should be offered to schools.</p> <p>Ability to maintain meticulous levels of record keeping, including case management files.</p> <p>Can balance commitments and prioritises work to ensure that high workloads are managed effectively, and deadlines are met.</p> <p>Can use initiative and work independently when required.</p> <p>Ability to deliver/contribute to training/presentations for LA colleagues, service users and other audiences</p> <p>Ability to support and work effectively with a wide range of professionals, employers, families and children and young people</p> <p>Effective ICT and Data Management skills, including maintaining databases and using of Microsoft Office</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <p>Ability to work collaboratively as part of a team</p> <p>Is positive and enthusiastic in delivering work</p> <p>Commitment to working in a child-centred way, prioritising the safeguarding of children at all times.</p> <p>Can work independently whilst maintaining a high level of motivation with a focus on impact and outcomes.</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>

**OTHER SPECIAL REQUIREMENTS:**

Willingness and ability to work occasional evenings and weekends to maintain service delivery.

This post is subject to an enhanced DBS check.

This post is exempt from The Rehabilitation of Offenders Act (1974).

Application Form/Interview

Satisfactory clearance at conditional offer stage

Application Form