


## APPRENTICESHIP ROLE PROFILE LICENSING

Vacancy / Apprenticeship Details	(Sections below for managers to complete)
<b>Job Title:</b>	Business Administration Licensing Apprentice
<b>Level of Apprenticeship:</b> <i>(Please provide indication of level i.e. 2/3/4 etc.)</i>	Level 3 - Advanced
<b>Description of role / Opportunity / Purpose of role:</b> <i>(This is used as an overview of the role; aim to give a good clear picture of the responsibilities. Use Bullet points and don't overkill the role by going into too much detail)</i>	<p>To work within the Licensing Team gaining skills, knowledge and experience of the District Council's Licensing role. To support colleagues in the delivery of the District Council's licensing service.</p> <ul style="list-style-type: none"> <li>To support colleagues within the licensing team including enforcement and technical officers in the delivery of day to day office functions</li> <li>To answer telephone enquiries from members of staff and the public</li> <li>Inputting all details into the case management system</li> <li>To process licences, permits, consents and registration applications</li> <li>To support the process of invoicing and payments within the licensing service</li> <li>To undertake word processing and the preparation of documents</li> <li>To support customers to explore their licensing options</li> <li>To support delivery of internal and external meetings, taking notes and preparing minutes and other required duties</li> <li>Provide support in the preparation of legal files eg copying Court bundles and attending hearings when appropriate</li> </ul>
<b>Essential Skills</b>	<ul style="list-style-type: none"> <li>Willingness to learn</li> <li>Commitment to customer care</li> <li>Some previous experience of being part of a team, through sport, social activities or other interests</li> <li>Adaptability</li> </ul>
<b>Desirable Skills</b>	<ul style="list-style-type: none"> <li>Ability to communicate clearly both verbally and in writing</li> <li>To contribute to team working</li> <li>Ability to work with people of all backgrounds</li> </ul>

	<ul style="list-style-type: none"> <li>Ability to learn and develop within the workplace</li> </ul>
<b>Qualifications required</b> (Enter the min Grades/qualifications you require for this role. Remember these are what you require for the role and NOT what you desire. Be Realistic!! Please enter the words 'or equivalent grades' at the end of the category for e.g. GCSE A-C English and Maths or equivalent grades)	<ul style="list-style-type: none"> <li>5 GCSE at grade C inc Maths and English</li> <li>IT literate including knowledge of main Microsoft office software</li> </ul>

<b>Employer Details</b>	
<b>Employers name</b>	<b>Warwick District Council</b>
<b>Employer Description</b> Enter a sentence giving a description of the employer. Usually you can copy and paste a little narrative from the employers own website, if they have one  For example; An established insurance company, based in the West Midlands, with 25 years experience in commercial underwriting	<p>The district council headquarters are in Leamington Spa. It employs more than 500 people in a four storey building near to the River Leam. The district council deal with issues such as waste management, the collection of council tax, planning/building regulations, council housing and council house repairs.</p> <p>The district was created on 1 April 1974, by a merger of the former Leamington Spa and Warwick municipal boroughs, the Kenilworth urban district and the Warwick Rural District.</p>
<b>Employer website and logo.</b> You can opt to upload a logo which appears in the top right hand corner of the vacancy when viewing in Av.	 <a href="http://www.warwickdc.gov.uk">http://www.warwickdc.gov.uk</a>