



SHAPING AN
AWESOME
HAMILTON

ALCOHOL LICENSING INSPECTOR

CUSTOMER AND COMMUNITY

WHY WE ARE HERE

To improve the wellbeing of Hamiltonians, we need to become the leading community-focused Council, so Hamilton's full potential can be unlocked – making it the best place to live.

The following values - *kia urutau/adaptability*, *kia ngaawari/simplicity*, *kotahitanga/inclusiveness*, *kaitiakitanga/guardianship*, and *kia manawanui/ambition* are what make our thinking and mindset unique to Hamilton, so we need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance. Our people are at the heart of everything we do. to customers and citizens.

WHAT YOU WILL DO

As an Alcohol Licensing Inspector, you will inquire into and report on alcohol licensing applications and monitor licensees' and managers' compliance with the Sale and Supply of Alcohol Act 2012 (the Act). This role aims to help minimise alcohol-related harm, to protect and improve the wellbeing of Hamiltonians.

Reports to	Public Health Manager
Responsible for (total number of staff)	Nil
Delegation	\$0.00
Budget	\$0.00

KEY OUTCOMES

Some of the **key outcomes** for this role include:

- Inquire into and assess alcohol licence and manager's certificate applications according to the criteria set out in the Act.
- Critically assess applications and make independent and well-reasoned decisions on behalf of Council that reflect Council values, priorities, and the objectives of the Act.
- Determine if the application meets the threshold for referral to the District Licensing Committee for consideration at a public hearing. Compile and analyse relevant information to construct a legally sound and persuasive case on behalf of the Council, and present it before the District Licensing Committee, a tribunal of three members
- Prepare comprehensive written reports on alcohol licensing applications to the District Licensing Committee (DLC) and Alcohol Regulatory and Licensing Authority (ARLA) and provide recommendations to aid in their decision making.
- Conduct interviews with applicants for manager's certificates and alcohol licences to assess suitability.
- Monitor licensed premises for compliance with the Act, promote compliance through education for licensees and managers, investigate potential breaches of the Act, and, where appropriate, take enforcement action.
- Present evidence at court in legal proceedings related to breaches of the Act, requiring a sound understanding of relevant legislation and legal processes. Work independently and make autonomous decisions with minimal supervision.
- Some occasional night and weekend work will be required to undertake compliance and enforcement duties under the Act.
- Prepare and present evidence and submissions at public hearings before DLC and ARLA.
- Ensure the provision of efficient and professional assistance to all customers. A high level of customer service is maintained in all situations.
- Respond to customer enquiries and complaints and ensure that they are resolved with the appropriate actions implemented.
- Foster positive working relationships with customers and internal and external stakeholders, including New Zealand Police and Health New Zealand / Te Whatu Ora.
- Self-manage workload and workflow to meet customer and stakeholder deadlines and expectations.
- Maintain proper and adequate records to ensure Council meets its responsibilities pursuant to the Sale and Supply of Alcohol Act.
- Continually adhere to standard operating procedures to ensure the provision of quality services to the customer in accordance with the Quality Systems Manual.
- Adhere to Health and Safety policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

HOW YOU DO THIS

Our team culture is critical to our success. It's vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

wellbeing initiatives and programmes as required.

YOUR MINDSET, SKILLS KNOWLEDGE, AND EXPERIENCE

You actively work at being the 'best version of you' and your mindset and behaviours have a positive impact on others.

CIVIL DEFENCE

- Completes Civil Defence training and participates in events as required.

YOU BRING TO THE ROLE

- At least five years' experience working in a law enforcement, investigative or regulatory environment or similar.
- At least three years' experience working as an Alcohol Licensing Inspector or similar compliance role.
- General Degree or equivalent Qualification
- Knowledge and experience in the interpretation, administration and enforcement of legislation and case law.
- A working knowledge of the Sale and Supply of Alcohol Act 2012 is desirable.
- Strong verbal and written communication skills and experience preparing formal written reports.
- Experience in a court, tribunal or disputes setting is desirable.
- A current full New Zealand drivers' licence is essential.
- A relevant tertiary qualification, such as the New Zealand Certificate in Regulatory Compliance Level 4 is desirable.

HEALTH AND SAFETY

- All of our people have a responsibility for their own and others health and safety. This includes following all health and safety policies and procedures, including reporting events and hazards, and participating in health, safety and