

Role profile



Role title: Licensing Assistant
Reports to: Licensing Manager
Department Head: Property & Strategy Director
Location: Head Office Based

Objectives of the role

- To provide licensing administration support to our tenants, field-based Business Development Managers and Local Authorities (Councils & Police).
- To ensure compliance with licensing law across the estate.

Key Responsibilities

Day to Day Responsibilities:

- Processing and distributing various licensing forms to the relevant authorities and accurately maintaining details on the in-house system.
- Completing premises licence annual renewals and sending confirmations to local authorities.
- Completing annual renewal of gaming permits and relevant notifications of gaming to local authorities.
- Collating and circulating due diligent packs to our licensees.
- Managing and organising the Licensing mailbox, ensuring the escalation of matters to Licensing Manager where relevant
- Confident liaison with outside agencies and internal customers over the phone and via email.
- Provide a day to day customer service to the field teams and licensees.
- General office duties to support the Licensing Manager including filing, documentation and administration.
- Additional adhoc duties as assigned.

Skills and Experience

- Great organisational skills and an ability to work in a busy environment and to prioritise and work to tight timescales
- Strong Word / Excel skills (including mail merge)
- Enthusiastic, pro-active and motivated individual
- Strong communication skills particularly written and verbal skills
- High degree of accuracy and attention to detail is a must

Working Arrangements:

This position is Head office based with the expectation of office working for 5 days per week.



Admiral Taverns Values and Behaviours

Core to the Group's ongoing success is the strength of our team. We are incredibly proud of the culture we have developed across our business. Our team are passionate, hardworking, dedicated and ambitious. Our team developed the company values themselves which means that we live these through to the core of our business. Everything we do as an organisation revolves around supporting and enabling our licensees to make their business the very best it can be.

ONE TEAM

WE WORK TOGETHER IN A POSITIVE AND INCLUSIVE WAY

- Collaboration and accountability
- Be supportive and open
- Motivate yourself and others

WE CARE

WE RESPECT AND CARE ABOUT OUR TEAM, LICENSEES AND OPERATORS AND DEMONSTRATE THIS IN OUR ACTIONS

- Honesty and integrity
- Empathy and compassion
- Communicate with clarity to all

MAKE A DIFFERENCE

WE STRIVE TO MAKE THINGS BETTER

- Take ownership and lead by example
- Give and accept positive challenges
- Deliver ambitious results

Admiral Taverns is committed to equal opportunities for all and to the provision of a diverse and non-discriminatory working environment.