Job Description

Job Title:	**Gambling Licensing Enforcement Officer**		
Reports to:	Senior Regulatory Service Manager		
Directly accountable for:	*N/A*		
Reporting Department:	Regulatory Services – Licensing Team	**Grade:**	PO1
Department:	Service Reform & Strategy	**Driving required:**	No
DBS Status:	N/A	**Politically restricted:**	No

Job Purpose:

Brent Council is looking for a proactive and detail-oriented Gambling Licensing Enforcement Officer dedicated to supporting the delivery of the Gambling Harms Prevention Strategy, with a focus on the effective regulation of gambling premises across the borough. With 81 licensed premises, Brent has the second highest number of gambling premises in London. The 'aim to permit' rule, enshrined in legislation, has meant that local authorities have been limited in their ability to refuse new licence applications. Nevertheless, at Brent, we are determined to do what we can to minimise the impact of the harms associated with gambling (such as mental health, debt, crime, homelessness and stigma) and support our residents and communities.

The Licensing Enforcement and Analyst will support this commitment by undertaking unsupervised inspections of licensed gambling premises to ensure compliance with gambling legislation and licence conditions. They will review and improve data collection practices, and develop robust systems for capturing consistent and high-quality data. The postholder will also work with partners and stakeholders, both internal and external, to undertake research and compile evidence on local gambling-related risks and harms. They will be expected to use this work to support the development of Gambling Local Area Profiles and Gambling Impact Assessments in line with the provisions introduced through the English Devolution and Community Empowerment Act 2026. They will also be expected to use their experience to contribute to the development of local policy, such as our Statement of Gambling Principles.

Brent Values

- Collaborate proactively.
- Lead inclusively.
- Embrace change.
- Be bold and curious.
- Celebrate and share our success.

Job specific roles and responsibilities

- Execute Brent's first Gambling Harms Prevention Strategy through both data and a regulation and enforcement channels, by working closely with the Gambling Harms Strategy Delivery Officer

Evaluated October 2026; Last reviewed October 2026

- Regularly manage competing operational and regulatory deadlines simultaneously. Balancing reactive licensing enforcement priorities, for example preparing reports and responding to complaints, with the long-term Gambling Harms Prevention Strategy work - requiring reprioritisation of workload at short notice
- Carry out inspections, surveys, and investigations in respect of the Council's duties and responsibilities under all relevant licensing legislation
- Develop and manage complex relationships with gambling venue operators, legal representatives, elected Members and Councillors, senior management, community groups and voluntary sector partners such Betknowmore, and residents
- Required to deal with contentious matters such as objections to new gambling premises applications, reviews of existing licenses and concerns around license breaches and gambling-related harm.
- Represent the Council in legal proceedings against gambling venues by preparing cases and evidence, appearing and providing evidence at Court or other statutory hearings
- Strengthen data collection and sharing within internal services and external partners, such as gambling prevention charities or the NHS, and lead developments around data quality and the delivery of analytics related to gambling to inform decision-making, target interventions and evaluate impact, with the ideal outcome of enhancing refusals to gambling premise applications.
- Develop best practice and systemise data collection within Licensing and enforcement for gambling-related activity, and the operational delivery of reporting frameworks
- Explore alternative data sources and map geographic hotspots of gambling harm to build a clearer picture of gambling activity and harms in Brent and improve understanding of gambling in the borough
- Keep up to date with the latest policies and national guidance on tackling gambling harms, the evidence-base to reduce gambling-related harms, as well as wider gambling-related legislation and news
- Provide specialist advice and evidence to senior managers, committees, partner organisations and internal staff to influence strategic and operational decisions relating to gambling policy, licensing controls and harm reduction initiatives

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.

We are committed to an inclusive workplace where everyone is treated with dignity, respect, and fairness. All employees are expected to promote equality, diversity, and inclusion, and candidates may be assessed on their ability to contribute to an inclusive working environment.

Undertake any other duties commensurate with the general level of responsibility of this post.

Essential Requirements

	Criteria
1	**Knowledge and Qualifications**

	1. Detailed knowledge and understanding of the major factors, influences, and challenges facing local government 2. Detailed knowledge and understanding of the legislation, regulations, codes of practice and hearing arrangements relating to licensing 3. Knowledge of the required standards of evidence, Police and Criminal Evidence Act, Criminal Investigation and Procedures and enforcement record-keeping 4. Specialist knowledge of the Gambling Act 2005, Gambling Commission's guidance and any associated regulations, licensing enforcement practice and standards 5. Specialist analytical skills to interpret information from multiple data sets and sources to identify patterns, risks and emerging trends 6. Knowledge of research methods, evidence appraisal and evaluation, including the ability to synthesise information from a range of quantitative and qualitative sources to inform decision-making. 7. Educated to at least degree level or equivalent in a relevant discipline, social sciences, research & statistics, health economics etc.
2	**Experience** 1. Carrying out risk-based licensing inspections and investigations in line with the career structure. 2. Preparing and presenting licensing reports to Council committees and other meetings in line with career structure. 3. Working collaboratively across organisational boundaries 4. Demonstrable experience with managing challenging situations with the public unsupervised 5. Strong, demonstrable experience of using, editing and managing electronic records/data/workflow systems 6. Developing practical, innovative, and creative approaches to developing and sharing research 7. Coordinating and managing provision of research information and/ or statutory and local performance indicators internally and externally ensuring the accuracy of data 8. Experience of influencing and achieving outcomes through partnership working without direct managerial authority.
3	**Skills and Abilities** 1. Microsoft Word, Excel and PowerPoint 2. Communication skills to consult with a range of audiences in a straightforward, articulate, sensitive and persuasive manner, both orally and in writing 3. Persuasion and negotiation skills to balance competing interests among stakeholders and promote compliance 4. Lone working out in the borough, carrying out full range of legal and technical duties across all professional areas unsupervised. 5. Interpersonal ability to engage with service areas and ensure cooperation 6. Organisational skills to plan and prioritise their own time 7. Identify and encourage innovative solutions, support a 'can do' culture and achieve results. 8. Ability to work offsite in an unsupervised capacity when carrying out site visits and inspections of gambling premises. Knowledge of primary and secondary research data collection methods

	9. Ability to interpret complex legislation applying professional judgment to develop papers and reports 10. Ability to influence, negotiate and build consensus across a wide range of stakeholders with differing priorities and objectives. 11. Ability to manage multiple workstreams and competing deadlines, frequently reassessing priorities and adapting plans in response to emerging issues and changing organisational priorities.

Budget Responsibility N/A
Overall Headcount N/A

Within reason these key deliverables may evolve to meet service needs, and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council-wide needs