



Where ideas work

JOB PROFILE
JOB STORE # 304
POSITION NUMBER: 00076598

TITLE: SENIOR LICENSING ANALYST

CLASSIFICATION: ADMINISTRATIVE OFFICER 18

MINISTRY: ATTORNEY GENERAL

**WORK UNIT: LICENSING DIVISION, LIQUOR
CONTROL AND LICENSING BRANCH**

SUPERVISOR TITLE: ASSISTANT MANAGER, LICENSING ANALYSIS

SUPERVISOR POSITION #: 91060

JOB OVERVIEW

To independently manage applications, including local government and public input, to resolve issues and make decisions within the parameters of legislation, regulations and policy governing the program.

ACCOUNTABILITIES

Required:

- Reviews, analyses and assesses technical information (including documents relating to applicant suitability, eligibility, tied house, local government resolutions, public input, business plans, and discretion requests), and/or other material gathered from clients and/or subject matter experts.
- Consults with colleagues and supervisors to obtain case specific technical and professional advice and ensure consistency.
- Conducts a comprehensive examination of collected information and exercises independent judgment in preparing licensing decisions.
- Communicates decisions to clients and field staff and updates client information in program databases and records systems.
- Participates in training and mentoring of licensing staff and collaborates with colleagues to share information.
- Consults with peers to ensure integrity of the decision making process.
- Assists in developing new or revised policy and programs/processes to determine implementation implications and makes recommendations to management.
- Identifies trends and issues that may suggest the need for training or revision to regulations, policy, procedures or programs and makes recommendations to management.
- Assists clients and stakeholders in understanding legislative, policy and procedural requirements, and in identifying options to resolve issues to address client interests.

Career Group:
Administrative Services

Job Family:
Program Administration

Job Stream:

Role:
Technical

Revised Date:
June 2011

- Maintains effective working relationships with stakeholders and colleagues, and works cooperatively to resolve issues.

JOB REQUIREMENTS

- Degree or diploma in a field related to the program or equivalent, and a minimum of three years administrative experience in a government environment, or an equivalent combination of education and experience.
- Experience interpreting and applying legislation, regulations and/or policies.
- Knowledge of evidentiary information gathering and interview techniques.
- Knowledge of legislation, regulations, and policies governing the program.
- Demonstrated writing and analytical skills.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

BEHAVIOURAL COMPETENCIES

- **Decisive Insight** combines the ability to draw on one's own experience, knowledge and training and effectively problem-solve increasingly difficult and complex situations. It involves breaking down problems, tracing implications and recognizing patterns and connections that are not obviously related. It translates into identifying underlying issues and making the best decisions at the most appropriate time. At higher levels, the parameters upon which to base the decision become increasingly complex and ambiguous and call upon novel ways to think through issues.
- **Information Seeking** is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
- **Results Orientation** is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement).

- **Expertise:** demonstrates in-depth knowledge of one's area of expertise; advises others in content area.