**Person Specification**

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| **Position Title** | **Lay member of the City of Edinburgh Licensing Forum: Trade Representative**  |
| **Service Area** | **Supported by the Place Directorate** |
| **Responsible To** | **n/a** |

## Person Specification

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| **Qualifications,** **training & professional membership** | Members of the Forum are volunteers, the person specification is intended to set out the skills and attributes necessary to serve on the Forum.* Trade members should normally hold a premises licence or a personal licence. Alternatively they should be able to demonstrate an active interest in the licensed trade within the City or alternatively show that they represent a trade group with an active interest in the licensed trade within the City.
 | Essential |
|  | * Qualifications are not essential but where a person can show be a legal, licensing or health qualification or equivalent this will be desirable.
* Any relevant membership of a voluntary group or trade association/body.
* Experience of volunteering or membership of a lay body.
 | Desirable Desirable Desirable  |

**The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.**

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|  | **REPRESENTATION*** Able to represent the interests of the organisation or group who the member is appointed to represent
* Able to feed back to the organisation or group who the member is appointed to represent
 | EssentialEssential |
|  | **ASSESSMENT OF INFORMATION*** Ability to consider evidence provided to the Forum, submissions made and reach a considered view on how these relate to the functions of the licensing board.
* Awareness of the Licensing (Scotland) Act 2005 and apply their understanding to the discussions and decisions of the Forum
 | EssentialEssential |
|  | **WORKING EFFECTIVELY WITH OTHERS*** Can demonstrate the skills of working effectively with a range of Forum members and other stakeholders to deliver effective discharge of the Forum’s functions
* Supporting other Forum members to contribute effectively
 | EssentialEssential |
|  | **COMMUNICATIONS*** Able to participate and speak at public meetings
* Able to communicate views of groups or organisation who the member represents in a clear and balanced
* Occasionally prepare a short written report or similar material
 | EssentialEssentialEssential |
|  | **Planning and Decision Making*** Able to contribute to the planning of future business of the Forum
* Ability to participate in decision making processes in an open, transparent manner and which supports a wider range of contributions.
 | EssentialEssential |