

Job Description

Job Title:	Senior Environmental Enforcement Officer
Salary Grade:	Grade 7 (£29,055 - £32,233)
SCP:	32 - 36
Job Family:	Regulatory and Technical
Job Profile:	RT 5
Directorate:	Economy and Place

Purpose:

To support the Environmental Services Manager in the delivery of relevant and appropriate environmental enforcement actions; environmental crime problem solving projects and environmental improvement strategies in accordance with the Environmental Enforcement Policy, within prescribed budget, timescale and specification and with minimal supervision.

To ensure the Council's duties are discharged in relation to the undertaking of formal legal actions against perpetrators of environmental crime where such has an adverse effect on the standard of environmental quality across the City

Key Responsibilities:

To carry out and, when necessary, lead on investigations into relevant environmental crimes and deliver formal actions in accordance with the Councils Environmental Enforcement Policy.

To support and assist the Environmental Enforcement Officers in investigations into relevant environmental crimes and deliver on actions against perpetrators of such, in accordance with the Environmental Enforcement Policy.

Main Duties

- Carry out environmental enforcement to include fly tips, stop and search exercises, nuisance vehicles, dog control orders, trade waste etc, and to issue Fixed Penalty Notices (FPN's), serve formal notices and issue letters, notices, schedules and other documents as may be required
- To patrol areas, undertake observations, investigations and surveys to identify compliance with relevant legislation and give advice where necessary on any matter within the remit of the post.
- To prepare cases with a view to prosecution and to attend Court and give evidence as and when required.
- Undertake out of normal hours working as necessary to meet the needs of the service
- Undertake inspections of streets/local environment and reports standard against national and local indicators
- Liaise with operational management/teams to ensure requested works are undertaken as per contract/SLA.
- Oversee the arrangements and co-ordinate the removal of abandoned vehicles.
- Assist in the production and updating of operational handbooks, compile risk assessments, quality assurance audits, compliance inspections and produce reports.
- To prepare reports for senior officers to assist decision-making and to retain efficient and accurate records in accordance with departmental policy and legislative requirements.
- To undertake marketing and promotional activities as necessary and assist in the delivery of special events
- Provide accurate costing on products and services to assist estimates and quotations for external and internal services.
- To give advice, as required, on any matter within the professional or technical competence or knowledge of the post holder.
- To produce reports, letters, notices, schedules, plans and other appropriate documents as may be required. To keep and maintain paper and electronic office records, produce reports and complete statistical returns as required.

- To deliver witness support where necessary on relevant environmental enforcement cases as may be required, including work outside normal office hours from time to time.
- To comply with all relevant legislation to ensure effectiveness in the role.
- To provide support, guidance and leadership to colleagues as may be reasonably required.
- To direct the daily and weekly Fly-Tip Investigation function to appropriate areas in agreement with the Environmental Services Manager – Environmental Enforcement where necessary
- To maintain agreed performance targets and to meet the requirements of relevant performance management and inspection regimes.
- To deputise for the Environmental Services Manager – Environmental Enforcement where necessary
- To undertake any other duties of a similar nature commensurate with the level of the post as required
- The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct and all other Council Policies.
- The post holder must comply with the Council's Health and Safety rules and regulations and with Health and Safety legislation.
- The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.
- The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
- The post holder must have a competent working knowledge of the Service's IT applications including inputting and extracting data.

Person Specification

Essential Requirements	Method of Assessment
<p>Experience/Education/Training</p> <ul style="list-style-type: none"> Working in an enforcement environment and carrying out a full range of enforcement activities. 	<p>Application Form/ Interview</p>
<p>Skills/knowledge and Ability</p> <ul style="list-style-type: none"> Able to develop knowledge/ experience of all aspects of service delivery to afford technical support and ensure compliance with agreed policies and procedures. Be able to communicate effectively verbally, in person or over the telephone, and in writing to share and obtain information. Able to persuade, negotiate and influence effectively. Able to effectively use a PC to prepare documents, record information or input data. Updating and extracting data from appropriate ICT systems. Be able to provide excellent customer service by being able to delight customers, and deliver high quality tailored services to meet needs and exceed expectations. Be socially confident and self-assured when meeting new people. Ability to lead and motivate staff. Able to work effectively within a busy team environment, or independently. Listens to others to assess requirements in order to respond appropriately and efficiently. Seeks and considers the views of others. Able to make decisions and reach conclusions. Able to adapt to changes in colleagues, settings and working environment Able to work at a fast pace and cope well with a higher level of workload. Able to be innovative and creative. Able to pay attention to detail. Able to see tasks through to completion, ensuring they are completed on time or to deadlines and to a high degree of accuracy. Able to critically evaluate information. Able to analyse the behaviour and motives of others. Be able to adapt behaviour to suit the situation or customer. Able to work with facts, figures and numerical data. Not easily offended, and able to deal with criticism. Able to conceal emotions or feelings in the workplace. Able to maintain a positive view of situations. Able to take a balanced approach to both a varied or 	<p>Application Form/ Interview/ Online Assessment</p>

repetitious work load. <ul style="list-style-type: none"> • Able to take a long term strategic perspective. 	
Work related circumstances <ul style="list-style-type: none"> • Ability to meet the travel requirements of the post • Ability to work outside of normal working hours to meet the needs of the service. • Compliance with health and safety rules, regulations and legislation • Commitment to Equal opportunities 	Application Form/ Interview