

**Job Description**

**Job Title: Job Title:** Environmental Enforcement Officer

**Grade:**  5

**Directorate:** Neighbourhoods

**Service:** Environmental Services

**Responsible To:** Senior Environmental Enforcement Officer

**1. Purpose**

* 1. To direct and manage enforcement proceedings for relevant environmental crimes which relate to a public risk of harm or community wellbeing.
  2. To provide education, advice and assistance to individuals, community groups and business where necessary to ensure legislative compliance with relevant regulations.
  3. Provide technical and professional support and advice to improve and support front line service delivery and identify trends

**2. Key Responsibilities**

* 1. To administer enforcement sanctions for contraventions of environmental legislations by businesses or individuals who are proven to have acted irresponsibly and, in a manner, likely to cause harm to public health or the environmental quality of the locality.
  2. To provide support and assistance to individuals and businesses on environmental regulations and legislation, to encourage and require compliance where possible.
  3. To undertake educational work and actively engage with the local community, including local businesses, community groups, associations and schools, promoting environmental awareness and responsibility.
  4. Assist with the production/negotiations with trade waste contracts, school SLA’s and other rechargeable works.
  5. Undertake quality assurance and compliance audits and inspections and support operational team to drive improvement.

**3. Main Duties**

* 1. Carry out environmental enforcement to include fly tips, stop and search exercises, nuisance vehicles, dog control orders and trade waste. To issue Fixed Penalty Notices (FPN’s), serve formal notices and issue letters, notices, schedules and other documents as may be required.
  2. 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.
  3. To prepare cases with a view to prosecution and to attend Court and give evidence as and when required.
  4. Undertake inspections of streets/local environment and reports standard against national and local indicators.
  5. Provide detail and estimates for rechargeable works, ensuring worksheets are amended, accurate and fit for purpose. Develop strong links and relationships with customer base and seek to maximise income opportunities.
  6. Liaise with operational management/teams to ensure requested works are undertaken as per contract/SLA.
  7. To liaise and attend meetings with the local community, developing links with site users, user groups, local schools, residents’ associations and other groups as appropriate including supervision of work by such groups.
  8. Oversee the arrangements and co-ordinate the removal of abandoned vehicles.
  9. Assist in the production and updating of operational handbooks, compile risk assessments, quality assurance audits, compliance inspections and produce reports.
  10. 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
  11. To undertake marketing and promotional activities as necessary and assist in the delivery of special events.
  12. Provide accurate costing on products and services to assist estimates and quotations for external and internal services.
  13. To contribute to the delivery of quality services and achievement of identified targets such as those contained within the service plans.
  14. To work with other Council departments and external agencies for the benefit of the public and other users.
  15. To advise on potential for improvements to the service and the appropriate use of any allocated improvement funds.
  16. To carry out any other reasonable duties in accordance with the grade of the post.
  17. Assist and coordinate community involvement with internal and external bodies.
  18. Assist with works programmes, provide evidence and support works undertaken by various third sector and voluntary teams e.g. Probation Services, Durham Wildlife Trust, Springboard and CEED.
  19. Assist with general requests for service/complaints/councillor requests, provide verbal and written responses as appropriate.

**4. Other Duties**

* 1. Undertake out of normal hours working as necessary to meet the needs of the service.

* 1. You must carry out all your duties with full regard to the Council’s Equal Opportunities Policy, Health and Safety Policy, Code of Conduct and all other Council policies.
  2. The postholder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.
  3. The postholder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
  4. The postholder must comply with all internal policies and Codes of Practice.
  5. To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council.

Date: September 2019