



## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Civic Enforcement Officer**

**Vacancy ID: 011012**

Salary: £22,462.00 - £23,836.00 Annually

Closing Date: 29/03/2020

### **Benefits & Grade**

Grade H, plus an unsociability shift allowance of £1,165.25 for covering 365 days

### **Contract Details**

2 x Permanent

1 x Fixed Term until 31/03/2022

### **Contract Hours**

37 hours per week – Working a shift pattern that includes evenings and weekends

### **Disclosure**

The successful applicant will be subject to a Non Police Personnel Vetting (NPPV) Level 2 Disclosure.

### **Job Description**

We have an exciting and unique opportunity for the right candidate to join the Civic Enforcement Service. Make no mistake, the role is extremely challenging however the job satisfaction and diversity in day to day responsibilities more than make up it. With over 80 different potential duties to undertake on a daily basis, it's fair to say that no two days are the same.

You will be responsible to the Civic Enforcement Team Leader within the Civic Enforcement Service. Your role will be to provide effective and efficient performance of environmental enforcement activities in Stockton-on-Tees. To proactively impact on environmental factors such as the reduction of litter, nuisance vehicles, ASB and contribute to reductions in criminal activity and deliberate fire setting as part of the Safer Stockton Partnership.

The principle function of this role is to deal with a range of environmental offences including littering, dog fouling, anti-social behaviour, fly tipping and abandoned vehicles. A focus of this role will also include parking enforcement duties in order to ensure free-flowing traffic around the local area both day to day and as part of our busy events program in Stockton-on-Tees.

An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.


If you would like an informal discussion about the post, please contact Dale Metcalfe, Enforcement and Case Management Team Leader, on 01642 527827.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

### Example rota for a typical shift pattern

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
One	7am – 7pm	7am – 7pm			12pm – 12am	12pm – 12am	10am – 10pm
Two			7am – 7pm	7am – 7pm			
Three	10am – 10pm	10am – 10pm			12pm – 12am	12pm – 12am	10am – 10pm
Four			10am – 10pm	10am – 10pm			

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b> Community Services		<b>Service Area:</b> Care for Your Area Services / Civic Enforcement Service	
<b>JOB TITLE:</b> Civic Enforcement Officer			
<b>GRADE:</b> H			
<b>REPORTING TO:</b> Civic Enforcement Supervisor			
<b>1.</b>	<p><b>JOB SUMMARY:</b></p> <p>You will be responsible to the Operations Manager for Community Safety via the Neighbourhood Enforcement Supervisor. Your role will be to provide effective and efficient performance of environmental enforcement activities in Stockton on Tees. To proactively impact on environmental factors such as the reduction of litter, nuisance vehicles, ASB and contribute to reductions in criminal activity and deliberate fire setting.</p> <p>The principle function of this role is to deal with a range of environmental offences including littering, dog fouling, anti-social behaviour, fly tipping and abandoned vehicles. A focus of this role will also include parking enforcement duties in order to ensure free-flowing traffic around the local area.</p>		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
1	Parking Enforcement Duties		
2	To deal with a range of environmental offences including littering, dog fouling and nuisance vehicles.		
3.	To be responsible as directed by the Civic Enforcement Supervisor to patrol alone or as part of a team to carry out effective enforcement activities for a wide range of offences.		
4.	To provide a focal point of contact and expertise within the Civic Enforcement Service for reports of anti-social behaviour, environmental offences and community safety issues in Stockton on Tees.		
5	To investigate cases, collect evidence; prepare statements and case files for Court relating to environmental offences. To manage case files and take appropriate action, including evidence gathering, preparation and service of documents for legal action and giving evidence in Court.		
6	To contribute to the front line delivery of the strategic plans and/or priorities set and agreed by the Safer Stockton Partnership, working to reduce Crime and ASB and the fear of Crime and ASB for Communities and Residents within the Stockton Borough.		

7.	To undertake uniformed patrols carrying out the authorised powers of an Officer under the Community Safety Accreditation Scheme with Cleveland Police, devolved from the Local Authority or any other Agency in accordance with Stockton Council Procedures.
8.	To work alongside the Case Management Officers responding to complaints and gathering evidence of ASB and Environmental Crime to be used in interviews and case file preparation for enforcement action.
9.	To have an understanding of Service protocols and procedures and apply this to all aspects of work.
10	To observe the requirements for Information Security and of the Freedom of Information and Data Protection Acts.
11	To be fully conversant with relevant legislation and future developments in the law
12	Record, monitor and ensure the safe use and security of all equipment, vehicles and property of the Community Safety and Security Service.
13	To attend and participate in multi-agency and public meetings where cases of anti-social behaviour, environmental crime and community safety issues are considered and discussed.
14	To liaise with other departments and external agencies as required, ensuring the effective preparation of case files in line with relevant legislation such as Police and Criminal Evidence Act.
15	To serve legal notices as required on persons as directed by legislation and powers granted under the Community Safety Accreditation Scheme or any other relevant power.
16	Contribute to the collective objectives of the area service via joint team working within this service area and across all other areas of the Local Authority.
17	To take reasonable care of your own health and safety and co-operate with management so far as is necessary to enable compliance with the Authority's health and safety rules and legislative requirements.
18	Assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
19	This job description outlines the main activities of the post holder. It is not meant to be, nor is it, an exhaustive or exclusive list of specific duties and activities. The post holder will be expected to undertake any duties which could reasonably be construed as being within the remit of the post and which arise out of changes in legislation, regulations, orders rules and working practices, methods and procedures and reviews, as directed from time to time.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade H using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

**Job Description dated 6<sup>th</sup> September 2016**



**PERSON SPECIFICATION**

Job Title/Grade	<b>Civic Enforcement Officer</b>	<b>H</b>
Directorate / Service Area	<b>Community Services</b>	<b>Care for Your Area Services/ Civic Enforcement Service</b>
Post Ref:	<b>POS006062 / POS006067</b>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NQF level 3 or equivalent level of work related knowledge and experience in an appropriate discipline.</li> <li>• Full Driver's License (preferably clean).</li> <li>• Be eligible to submit an application for accreditation under the Community Safety Accreditation Scheme with Cleveland Police and meet the standards of acceptance to the Scheme which will include passing a security vetting.</li> <li>• Willingness to commit to further professional development in the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Possess a valid accreditation card under the Community Accreditation Scheme.</li> <li>• Problem Solving Training</li> <li>• Crime Prevention training/qualification.</li> <li>• Additional relevant professional qualifications in a directly related subject area.</li> </ul>	Application form

<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience in managing a caseload.</li> <li>• Experience of dealing with complaints of anti-social behaviour and environmental crime.</li> <li>• Experience of working in an enforcement related background.</li> <li>• Experience in addressing meetings and / or community groups and interacting with members of the public/community.</li> <li>• Experience of working in a multi-agency environment</li> <li>• Knowledge of environmental and anti-social behaviour legislation and local procedures.</li> <li>• Knowledge of enforcement action.</li> <li>• Knowledge of problem solving and using a multi-agency approach.</li> </ul>	<ul style="list-style-type: none"> <li>• Court experience.</li> <li>• Experience of working in a disciplined uniformed service and carrying out patrols.</li> <li>• Experience of co-ordinating and developing a project/action plan.</li> <li>• Experience of working in a mediation capacity.</li> <li>• Understanding of the Community Safety Accreditation Scheme with Cleveland Police.</li> <li>• Working knowledge of PACE and experience of implementing it in a regulatory background.</li> </ul>	<p>Application / Interview</p>
<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>• High level of interpersonal and communication skills both written and verbal.</li> <li>• Excellent organisational skills.</li> <li>• IT literate (competent in Microsoft Office and Outlook Calendar).</li> <li>• Ability to prioritise, and work under pressure.</li> <li>• Ability to deal constructively with conflict and difficult situations.</li> <li>• Ability to work to deadlines.</li> <li>• Investigatory, surveillance and evidence gathering skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Negotiation and/or mediation skills.</li> <li>• Monitoring and reporting on a set case load to agreed timescales.</li> </ul>	



	<ul style="list-style-type: none"> <li>• Ability to work independently using your own initiative and as part of a Team.</li> <li>• Report writing skills.</li> </ul>		
<b>Specific behaviours relevant to the post</b>	<ul style="list-style-type: none"> <li>• Demonstrate the Council's Behaviours which underpin the Culture Statement.</li> <li>• Passionate and committed.</li> <li>• Demonstrate high standards of professionalism and integrity.</li> <li>• Possess a flexible and adaptable approach to work, able to vary working hours, sometimes at short notice.</li> <li>• Be physically and medically fit to undertake prolonged patrol on foot and in vehicles in inclement weather conditions.</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to issues surrounding community safety and stabilising communities.</li> </ul>	Application / Interview
<b>Other requirements</b>			

**Person Specification dated 6<sup>th</sup> September 2016**

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

### **Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.