

**Post Title:** Neighbourhood Warden

**Evaluation:** 401 Points **GRADE: N4**

**Responsible to:** Security Services Manager

**Responsible for:** N/A

**Job Purpose:** To support the reduction of Environmental Crime and Anti-Social Behaviour by patrolling neighbourhoods, reporting incidents and engaging with communities and other service providers to tackle problem areas.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Support the reduction of environmental crime (such as littering and dog fouling) through gathering intelligence and issuing Fixed Penalty Notices.
- 2 Respond to the reduction of Anti-Social Behaviour by liaising with and moving perpetrators on, and by reporting concerns.
- 3 Plan and support strategies for reducing environmental crime and ASB by assisting in the co-ordination of educational activities and events in partnership with other agencies.
- 4 Report via agreed channels environmental issues such as fly tipping, graffiti, broken street lights and tenancy issues such as ASB and safeguarding concerns.
- 5 Prepare witness statements and attend Court as required.
- 6 Support community safety initiatives in collaboration with partner agencies, stakeholders, and the public.
- 7 To signpost residents to appropriate resources and services.
- 8 Record and share information using IT systems and hand held technology.
- 9 Be responsible for the security of workplace buildings by setting alarms and locking up.

- 10 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 11 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.