

Job Description

Post Title: Regulatory Enforcement Officer AA3507

Evaluation: 408 Points **Grade:** N4

Responsible to: Team Manager or Appropriate Supervisor

Responsible for: N/A

Job Purpose: To support the reduction of Environmental Crime and Anti-Social Behaviour by patrolling neighbourhoods, reporting and investigating incidents and complaints, engaging with communities and taking enforcement action as necessary.

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. To liaise with other organisations including the Police, Enforcement Agencies, Your Homes Newcastle, and other Divisions within the City Council, in order to detect and investigate environmental crime.
2. To carry out an informal surveillance role by reporting incidents of criminal activity and anti-social behaviour to the police and other agencies, investigating incidents, providing statements and giving evidence as required, and where appropriate taking enforcement action.
3. To support community safety initiatives in collaboration with partner agencies.
4. To provide information to the public that will enable them to get the most from their visit to Newcastle upon Tyne or their neighbourhood, and to respond to queries and requests made by members of the public.
5. To assist with and attend community meetings, events and promotions as required.
6. To report or investigate via agreed channels, environmental and neighbourhood issues including fly-tipping, graffiti, broken street lights, and advise the appropriate services or organisations.
7. To issue fixed penalty notices for offences including dog fouling, littering, graffiti and fly posting and assist in the preparation of legal proceedings cases as instructed, including witness testimony at Court.
8. To ensure information is recorded via appropriate mechanisms, including using IT systems.
9. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

10. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.