

Neighbourhood Warden

Job Description

Reports to: **Security Services Manager**

Evaluation: **401 points**

Grade: **N4**

Reference: **CC204**

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

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

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 streetlights 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 our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
11. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.