

Regulatory Enforcement Officer

Reports to: **Team Manager**

Direct reports: **None**

Evaluation: **408 points**

Grade: **N4**

Reference: **AA3507**

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

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. To liaise with other organisations including the police, other enforcement agencies, Your Homes Newcastle, and other Divisions within the City Council, in order to detect and investigate environmental crimes.
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 to 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 giving 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 *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
10. To help maintain a healthy, safe, and secure environment and to adhere to the Council's policies and procedure.