

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Post No:</b>	<b>Grade:</b>
Enforcement Officer		HC7
<b>Directorate:</b>	<b>Division/ Department:</b>	<b>Section/ Location:</b>
Economy and Place	Environmental Health and Trading Standards	Community Protection Team
<b>Organisational information:</b>		
Responsible to: Either – Trading Standards Service Manager Principal Community Protection Officer Principal Trading Standards Officer		
<b>Quantifiable measures relating to the post:</b> <i>(eg. number of staff managed, number of patients, size of local population, budget)</i>		
Responsible for: <ul style="list-style-type: none"> <li>N/A</li> </ul>		
<b>Key relationships/functional links with:</b> <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i>		
Internal: Other council directorates and teams		
External: Direct Services Organisations, Town Centre Managers, External Contractors, Waste Collection Contractors, Street Cleansing Contractors, Environment Agency, Police & other Emergency Services, Lawyers, Magistrates, Crown and County Courts, Central and Local Government Agencies and Voluntary Groups,		
<b>Main Purpose of Job:</b>		
<ul style="list-style-type: none"> <li>To investigate and resolve difficult, high profile and significant environmental crimes, affecting the county by operating across traditional boundaries using the best powers available from whatever discipline and investigating breaches of highways, traffic, planning, licensing, anti-social behaviour and environmental law.</li> <li>To carry out the council's statutory responsibility in respect of stray dogs, dealing with such strays in accordance with agreed procedures.</li> <li>To carry out high visibility patrolling and proactive enforcement connected with environmental and anti-social behaviour legislation.</li> <li>To work within geographical areas, on a project basis or as part of a multi-agency enforcement task force, in particular those involving other Council Services, Police, Environment Agency and other regulatory bodies.</li> </ul>		

- To undertake such investigations, patrols, proactive enforcement and other activities often during evenings and into the early hours of the morning, on weekends and bank holidays as required.
- To assist the management of the Community Protection Team deliver the aims and objectives of the Directorate's and Team Plans through flexible and effective enforcement, tactics and operations.

**Main Responsibilities/Accountabilities/Key Result Areas:**

*The jobholder will be expected to complete the responsibilities/accountabilities effectively in order to deliver the key objectives of the organisation:*

- To deal with complaints and enquiries by problem solving, negotiating, supplying technical advice and by applying relevant legislation.
- To deal with reports of lost and stray dogs in accordance with agreed procedures.
- To carry out patrolling and proactive enforcement connected with environmental and anti-social behaviour legislation
- To liaise with local authority officers, Council Members, Parishes, corporate managers, national companies, public utility companies, clients, contractors, charities and members of the public.
- To maintain systems to produce statistical information and analysis for Performance Indicators.
- To carry out additional duties commensurate with the experience and qualifications of the officer.

The jobholder will be expected to complete these responsibilities / accountabilities effectively

**DATA QUALITY**

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

<b>Job Activities:</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li>• To investigate and respond to complaints, to assess compliance with environmental legislation within the county by appropriate means and in line with Service policies and keep the relevant Manager informed.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• To patrol the county to identify breaches of environmental legislation and carry out enforcement with regard to any breach</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• Undertake inspections to test compliance with licences, permissions and permits issued by the Council.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• Issue fixed penalty notices in accordance with agreed</li> </ul>	Daily

enforcement policy for appropriate offences.

- To prepare and sign reports, notices, licences, letters and respond to correspondence from the public, members, and other agencies and work resulting from the investigations and to prepare and collate supporting evidence and statements for legal proceedings, and to attend court as a witness on behalf of the Council. Daily
- To ensure all investigation, surveillance, the interviewing of suspects under caution and other operational activity is carried out lawfully and in accord with appropriate codes of practice, in particular the Police and Criminal Evidence Act 1984, the Criminal Procedure and Investigations Act 1996 and the Regulation of Investigatory Powers Act 2000. Daily
- To record all evidence and carry out all operational activity in accordance with Service Procedures Daily
- To liaise with and provide additional evidence and/or information at the request of Legal Services. As required
- Participate in public reassurance initiatives involving anti-social behaviour, environmental crime and other trigger crimes, which lead to more serious community crime. As required
- To liaise with the media in the promotion of activities of the Community Protection Team and to present lectures and seminars to colleagues, business and consumer organisations & other interested organisations. As required
- To undertake any other related project allocated to the post-holder. Daily
- To collect stray dogs as required and deal with them in accordance with procedures. Daily
- Remove fly tipped or other material where it is considered appropriate. As required
- To carry out all the duties required of the post by appropriate means whether manual, electronic or other, including the application of new technology and use/safe custody of specialist equipment. Daily
- To keep themselves apprised of legislation and technical developments and changing practises as they affect environmental and anti-social crime. Daily
- To provide advice and guidance to businesses, other agencies and members of the public in respect of the above matters as a result of inspections, investigations and in response to Daily

enquiries.

- To ensure that full and accurate records are maintained in respect of all work undertaken. Daily
- To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports Daily
- To work, as required, (a) in different areas of the County, (b) with and alongside different service teams and (c) with and alongside other agencies e.g. the police, from time to time, in order to achieve effective services. As required
- To comply with the Council's Financial Regulations, Standing Orders and Codes of Conduct and to ensure that all Service, Departmental and Council procedures are complied with. As required
- To be fully aware of the responsibilities imposed under the General Data Protection Regulations for the security, accuracy and relevance of personal data held on systems and adhere to Internet and Email Usage Policies. Daily
- To undertake any other related duties commensurate with the grade and status of the post as may be required from time to time by the relevant manager. As required

#### **Other information:**

1. The post holder is required to work evenings and weekends)
2. The post holder will be required to comply with the organisation's policies and procedures, and to undertake all mandatory training as required.
3. All employees must be able to commit to Herefordshire Council's equality policy and values, treating colleagues and customers with dignity and respect. All forms of bullying and harassment, and the use of inappropriate language, are unacceptable.
4. This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

5. Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.
6. In order to recruit the best people for our organisation, all requests for flexible working arrangements will be considered, and we offer a fully inclusive and accessible recruitment process.
7. The organisation has a no smoking policy. Staff are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

<b>Line Manager Name:</b>	<b>Date:</b>
David Hough	11/3/19
<b>Date Job Description last reviewed:</b>	