

JOB DESCRIPTION

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| Job Title: Principal | Post No: | Grade: |
| Principal Community Protection Officer | | HC9 |
| Directorate: | Division/ Department: | Section/ Location: |
| Economy and Place | Environmental Health and Trading Standards | Trading Standards 8 St Owen Street Hereford |
| Organisational information: | | |
| Responsible to: Trading Standards Service Manager | | |
| Professionally responsible to: (where appropriate) | | |
| Quantifiable measures relating to the post: <i>(eg. number of staff managed, number of patients, size of local population, budget)</i> | | |
| Responsible for: | | |
| <ul style="list-style-type: none"> Community Protection Enforcement Officers | | |
| Key relationships/functional links with: <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: All other Trading Standards, Licensing and Environmental Health staff All other Council Departments/ Directorates | | |
| External: Local Community Other local authority departments Central Government, e.g. Environment Agency, Public Health Police Fire & Rescue Service HMRC Border Force/Immigration Lawyers Magistrate Court and Crown/County Court Consumer and Business Groups Council Suppliers and Contractors Consumers Businesses Media | | |
| Main Purpose of Job: | | |
| To manage, co-ordinate, motivate and monitor the work of a multifunctional team across the Councils regulatory remit specialising in Environmental Crime, and Antisocial behaviour matters. To ensure that the Community Protection section meets its work programmes, service standards and any other specific demands made upon it. | | |
| Main Responsibilities/Accountabilities/Key Result Areas: | | |
| <i>The jobholder will be expected to complete the responsibilities/accountabilities effectively in</i> | | |

order to deliver the key objectives of the organisation:

- To deputise for the Trading Standards Services Manager
- To supervise, motivate and guide the activities of Community Protection and Enforcement Staff to ensure agreed objectives and operational programmes are met.
- To be the main point of contact for Environmental Crime expertise and advice on technical and legal matters
- Contribute to planning and implementation of the Directorates operational and strategic policies and programmes
- To contribute to the annual service plan
- To authorise expenditure on equipment, training and expenses
- Organisation, monitoring and control of the Teams Environmental Enforcement Activities
- Act as a Departmental Specialist
- Carry out all other duties of a Community Protection Enforcement Officer
- Make representations to any committees as necessary on behalf of the Trading Standards Service Manager
- To make management decisions on behalf of staff with regard to the appropriate enforcement action to be taken following identified breaches of legislation
- Working within resources provided, to ensure local systems, skills and processes are in place and applied consistently to secure high quality information, data, analyses and reports.

| Job Activities: | Frequency |
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- To manage, direct, train, allocate and monitor the work of Community Protection staff or any other Regulatory Staff as required Daily
- Assisting the Trading Standards Service Manager in their daily duties, deputising for the Trading Standards Service Manager in their absence Daily
- Organise the delivery of the service level agreement for trade waste enforcement across Herefordshire Daily
- To represent the Community Protection service at both regional and national level, to liaise with Government Departments and other Executive Agencies attending meetings as necessary As necessary
- To act as lead officer in major investigations and projects Monthly
- To research, prepare and deliver lectures to business, consumer organisations and other groups as required Monthly
- To prepare prosecution reports and to monitor and advise other officers prosecution reports prior to submission to the Trading Standards Service Manager. Daily
- To identify and advise on the impact of new legislation, to study and to keep apprised of Environmental Crime law and act as Specialist Daily
- All activities of a the Senior Community Protection Enforcement Officer and Community Protection Enforcement Officer including the investigation of complaints and breaches of environmental and antisocial behaviour crime and legislation, preparation of prosecution reports and necessary attendance at court. Carry out inspections, to ensure compliance and provide advice to consumers and business Daily
- To maintain and keep up to date the necessary level of knowledge and skills to enable the duties, responsibilities and tasks of the post to be carried out professionally and effectively As necessary
- To attend committees of the Council as required by the Trading Standards Service Manager As necessary
- To take part in internal and external audits Daily
- To enhance the Council's external relationship with partner and stakeholder organisations Daily
- To implement and monitor procedures Monthly
- To provide monthly data of the community protection team work as required As necessary
- To respond to and complete any Freedom on information requests as required Daily
- To be fully aware of the responsibilities imposed under the General Data Protection Regulations 2018 for the security, accuracy and relevance of personal data held on systems and adhere to internet and Email usage Policies. Daily
- To ensure that data accuracy is maintained and improved within their Services area

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Other information:

1. The post holder may be 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.

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| Line Manager Name: | Date: |
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| Date Job Description last reviewed: | |
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