


## GLPC Job Description

	<b>Job Title</b>	Environmental Enforcement Officer
	<b>Directorate</b>	Neighbourhoods and Regeneration
	<b>Department</b>	Public Realm
	<b>Grade</b>	P03
	<b>Reports to</b>	Environmental Enforcement Manager
	<b>Staffing Responsibility</b>	None

### Job Purpose:

1. To undertake all aspects of enforcement activities for environmental offences either reported or identified as occurring within the borough including:
  - The investigation and where appropriate, application of enforcement or prosecution action/s for environmental crime-related offences including those related to littering, flytipping, waste presentation, graffiti, flyposting, spitting and/or any other relevant environmental crime.
  - The investigation and where appropriate, application of enforcement or prosecution action/s for highways-related offences including those relating to hoardings, skips, scaffolding, advertising boards, abandoned / untaxed / nuisance vehicles, grass verge damage, highway reinstatement and/or protection, building materials on the highway, crane usage on the highway, vegetation overhanging the highway and/or any other miscellaneous highway nuisances.
  - The undertaking of inspections, issuing of authorisations and performance of monitoring activities related to any skips, scaffolds, hoardings or other structures or objects requiring a licence to encroach on or occupy the public highway.
2. To directly support the Neighbourhood Management Team by delivering high-quality investigations and enforcement actions promptly and efficiently.
3. To assist in providing a safe environment for members of the public and fulfilling the council's obligation as a Highway Authority under the Highways Act and all other associated Acts.
4. To be directed by a work programme on all relevant enforcement activity, providing advice and assistance to a broad range of partner agencies and local stakeholders including customers, other service departments, contractors, lead members, councillors and the police.

## **Principal Accountabilities and Responsibilities:**

1. Make a positive contribution to the delivery of the service, this will include working flexibly and positively to achieve the objectives of the council.
2. Manage a customer-focused service and the effective use of resources.
3. Ensure that the council's overall vision, values and ethos are central to the requirements of the service.
4. Support effective working relationships and act as an ambassador and advocate with external organisations
5. Keep up to date with developments in service delivery and best practice to ensure the service performs effectively and to the highest standards.
6. To carry out a range of environmental enforcement and/or licensing activities across the borough, providing advice and assistance to businesses, residents and visitors to Brent regarding their obligations under relevant legislation and, where required taking enforcement action in accordance with council policies and procedure for breaches of legislation.
7. To issue warning letters, notices and/or where relevant fixed penalties or other penalty charges as required.
8. To rigorously pursue investigative action including evidence gathering through surveillance or other means, conducting interviews under caution and, where required submitting cases for court action - including appearing in court as the council's representative officer.
9. To initiate where applicable rechargeable orders to recover costs for any damage to council property or call-out charges.
10. To closely support the Neighbourhood Management team by providing appropriate enforcement support, guidance or advice as required.
11. To act as a direct enforcement link with senior managers, councillors, lead members, MP's and other agencies including the police - providing advice, information, support or a direct enforcement resource when required.
12. To actively work to improve public perception of how well council services respond to issues of local environmental concern
13. To provide high-quality customer care, working co-operatively with contractors, customers, residents, and business and trade organisations.
14. To maintain accurate date records of all enforcement activity including document management and evidence logging in preparation for prosecution proceedings. This includes recording payments and the processing of fines or fixed penalties.
15. To prepare appropriate letters, committee reports and technical reports as required.
16. To co-operate with, and implement, any health and safety requirements, especially in relation to the council's lone working policy.
17. To undertake any other duties commensurate with the general level of responsibility of this post.
18. To travel around the borough as required.
19. To work occasional weekends, evenings and early mornings as required to meet the needs of the services.
20. To work flexibly and positively to achieve the objectives of the council and undertake any other duties as and when required.
21. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
22. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
23. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
24. Undertake any other duties commensurate with the general level of responsibility of this post.

<b>DBS Status</b>	Not Required
<b>Politically Restricted</b>	No

## Person Specification

<p><i>All criteria are essential</i></p>	<p><b>To be identified by:</b>          Application Form(A)          Test/assessment (T)          Interview (I)          (Please indicate all that apply)</p>
<p><b>Qualifications and Professional Membership requirements:</b></p>	

<p><b>Knowledge (please specify all essential criteria):</b></p> <ul style="list-style-type: none"> <li>• Practising knowledge of the Environmental Protection Act, London Local Authorities Act, Highways Act, New Roads and Street Works Act, Refuse Disposal (Amenity Act) 1978, Removal and Disposal of Vehicles Regulations 1986, Antisocial Behaviour, Crime &amp; Policing Act 2014 and other legislation associated with environmental and highway enforcement.</li> <li>• An understanding of the Police and Criminal Evidence Act 1984 and the Freedom of Rights Bill 2000.</li> <li>• Practising knowledge of the detection, reporting and investigation of offences.</li> <li>• Practising knowledge of court procedures including the giving of evidence.</li> <li>• Practising knowledge of enforcement principles relating to untaxed and/or abandoned vehicles</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
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<b>Experience (please specify all essential criteria):</b>	
• Experience at a senior level in an enforcement role.	A/I
• Experience working closely with external contractors and agencies and an understanding of the relevant roles and responsibilities.	A/I
• Experience in dealing with members of the public, particularly in sensitive situations.	A/I
• Experience in working with and/or supporting and advising prominent internal and external figures such as senior managers, councillors, lead members, councillors and the police.	A/I
• Experience in collating and analysing information and data	A/I
• Experience in establishing and maintaining systems of record retention.	A/I

<b>Skills and abilities (please specify all essential criteria):</b>	
1. Must be a good communicator who is able to persuade and influence others to achieve joint outcomes	A/I
2. Must have the ability to :	
a. Liaise with other council departments, agencies and the police to develop an integrated multi-agency approach for enforcement issues.	A/I
b. Converse with the public with empathy and tact and in sensitive environment.	A/I
c. Prepare accurate, lucid and concise reports.	A/I
d. Remain focused when dealing with unhelpful, abusive, intimidating or anti-social behaviour.	A/I
e. Work in a devolved organisation to achieve set goals.	A/I
f. Work with minimum supervision.	A/I
g. Communicate positively and effectively across a culturally diverse community.	A/I
h. Manage a full and varied work programme with tight deadlines.	A/I
i. Use information communication technology tools in a proficient manner including word processing, spreadsheets, email and the use of the Internet.	A/I
j. Work independently on your own initiative and as part of a team.	A/I

**List desirable criteria:**

Must be prepared to work evenings, early mornings and weekends as and when required

A/I