

**CIRENCESTER TOWN COUNCIL
JOB DESCRIPTION**

Title: Environmental & Community Enforcement Officer

Grade/Salary: £24,174 (SCP 27)
37hrs per week

Responsible to: Estates Services Manager

Key Contacts:

Within the Council: Senior Management Team
Community Services Team
Estate Services Team
Office Services Team
Town Councillors
Local Information Centre Staff/Volunteers
Other volunteers

Outside the Council: Cotswold District Council
Members of the Public
Community & Friends Groups
Police
Local Organisations & Schools

Hours: It is expected that the listed tasks and responsibilities are completed within the contracted 37 hours per week, subject to consultation with the Estate Services Manager. The post holder will be expected to work variable hours, including weekends and evenings not exceeding 37 hours per week.

Main Purpose:

This post tackles high profile community issues, particularly dog fouling and control, littering, fly posting and other anti social behaviours.

Typical duties include patrolling, surveillance and carrying out fixed penalty notice enforcement and prosecution for offences under the relevant legislation.

To educate the public and promote good practice, acting as the council's trouble-shooter with regard to environmental matters.

Key Outputs:

1. To conduct regular patrols across the town predominantly on foot with some driving involved.
2. Initiate fixed penalty notice enforcement or other necessary and proportionate statutory intervention, warning and enforcement action as appropriate.
3. Gather a high standard of material to support statutory interventions and legal proceedings.

4. Efficiently prepare high standard of evidence and routine legal papers for legal proceedings, appearing formally as a witness as a duly authorised investigating/enforcement officer if relevant.
5. Investigate complaints of alleged/suspected offences to a high standard working alone or with others.
6. Setting up a team of voluntary community wardens to pinpoint hot spots for anti social behaviour; including littering and dog fouling.
7. Run campaigns and increase awareness of anti social behaviour within the community; to include schools, colleges, Community Groups and Friends Groups.
8. Pinpoint where environmental infrastructure requires improvement. Particularly notices, litter and dog fouling bins.
9. Liaise with the Estates Services Team allocating staff resources to ensure collection of waste is effectively targeted i.e. where bins require more frequent emptying.
10. Build cordial and productive relationships with staff in other services and partner agencies to support partnership working, acting to represent the interests of the council.
11. To support community safety.

Other:

This post involves peripatetic lone working and dealing with people in situations likely at times to involve exposure to conflict and aggression which may not be foreseeable.

You may be required to visit unfamiliar premises unsupervised.

The Council operates in a flexible way where all staff are expected to help each other as such from time to time there may be a requirement to support other service areas with duties commensurate with the post, including management service arrangements.

To be aware of and give consideration, within the role and remit of the post, to issues relating to equality, diversity and access for all initiatives.

The post holder will be required to be on an Emergency Duty Team rota outside of normal office hours.

Conditions of Service:

Notice you must give to end your employment: Following the successful completion of your Probationary Period - One month's notice.

Notice the Council must give to end your employment: One week's notice for each complete year of service up to a maximum of twelve weeks notice.

The post is based at the Bingham House, 1 Dyer Street, Cirencester.

The postholder will be required to comply with the Council's Health and Safety Policy.

PERSON SPECIFICATION

Requirements	Essential or Desirable	Method of Assessment
Qualifications		
4 GCSE's 'C' or above, or equivalent	Desirable	Application/Certificates
Experience		
At least 2 years of undertaking enforcement work	Essential	Application/Interview
Experience of dealing with members of the public in difficult/sensitive situations	Essential	Application/Interview
Good written skills including letter and report writing	Essential	Application/Interview
Self prioritisation and working alone	Desirable	Application/Interview
Skills		
Ability to communicate effectively to different audiences & work as part of a team	Essential	Application/Interview
Reliable, self motivated & capable with dealing with potentially hostile people/situations	Essential	Application/Interview
Ability to prioritise workloads and meet deadlines/targets	Essential	Application/Interview
Ability to develop, implement, and follow policies/procedures	Essential	Application/Interview
Ability to deal with complaints and deal with complex	Essential	Application/Interview
Ability to solve problems on own initiative within limited	Essential	Application/Interview
Capable of making informed decisions	Essential	Application/Interview
Other Requirements		
Full clean driving licence	Desirable	Interview/References
Willingness to work flexible hours	Essential	Interview/References
Demonstrates an understanding of Health & Safety and safe working policies	Desirable	Interview/References
Judgement, tact, discretion and initiative	Essential	Interview/References
Good level of fitness	Desirable	Interview/References