

ENVIRONMENTAL ENFORCEMENT OFFICER



Role Profile

Title	Environmental Enforcement Officer	
Grade	GRADE D	
Reference:	N450	
Reports to:	Environmental Health (Environmental Protection Manager)	
Work style Definition	Mobile worker	
Job Type:	Frontline Worker	
Primary purpose of role	<p>To assist in the discharge and enforcement of the functions of the Public Protection Service by:</p> <p>Undertaking directed patrols to witness environmental offences</p> <p>Search waste for evidence and assist with simple investigations of enviro crime taking relevant enforcement action within specified procedures</p> <p>Issuing any relevant notices, including Fixed Penalty Notices as directed following specific procedures.</p> <p>Providing advice and assistance to the public and businesses.</p>	
Key accountabilities and key measures	<p>Role outcomes</p> <ul style="list-style-type: none"> ▪ Improve the cleanliness of the city by education and providing advice to members of the public and businesses (5%) ▪ Search waste and assist with simple investigations of enviro crime, within Plymouth (15%) ▪ Undertake enforcement actions including issuing Fixed Penalty Notices for environmental offences, (70%) ▪ Preparing notes and paperwork for updating records and legal case files (10%) 	<p>Role measures</p> <ul style="list-style-type: none"> ▪ Regular patrols undertaken. ▪ Fixed Penalty Notices served. ▪ Provide accurate records for each case, where appropriate
Key activities	<ul style="list-style-type: none"> ▪ Patrol city streets based on intelligence of hotspot areas, observe and gather evidence and issue Fixed Penalty Notices to those who are non-compliant with the environmental legislation (70%) 	

	<ul style="list-style-type: none"> ▪ Educate the public and businesses on how to comply with the environmental legislation (5%) ▪ Search waste and assist with simple investigations of enviro crime including discussing issues with members of the public. (15%) ▪ Preparing notes and paperwork for updating records and legal case files and attend court where necessary. (10%) ▪ Carry out other duties appropriate to the grade of the post
Essential qualifications/ knowledge	<ul style="list-style-type: none"> ▪ 2 GCSE's Grade (A* to C or 9 to 4) or equivalent including English Language and Mathematics. ▪ Full driving licence. ▪ Knowledge of IT systems and Microsoft Office programmes.
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Awareness of environmental enforcement issues ▪ Awareness of PACE and CPIA procedures
Essential experience	<ul style="list-style-type: none"> ▪ Experience of communicating with the public ▪ Experience of working with the public face to face including dealing with complaints and difficult situations
Desirable experience	<ul style="list-style-type: none"> ▪ Experience of law enforcement and investigation techniques, including issuing on the spot penalties. ▪ Experience of court proceedings, particularly giving evidence to courts/tribunals ▪ Experience of gathering evidence and preparing case notes
Essential skills	<ul style="list-style-type: none"> ▪ Interpersonal and communication skills to provide simple advice and information to the public ▪ Diffusion skills required when dealing with difficult or demanding members of the public who may be verbally abusive ▪ Keyboard skills and ability to use handheld computers/mobile technology ▪ Ability to maintain accurate, clearly legible, written records that can be used as legal evidence in support of any enforcement action ▪ Able to work as a team member and independently ▪ Ability to motivate self ▪ Ability to work alone with minimum supervision
<p>Corporate standards</p> <p>In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</p> <p>Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</p> <p>Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.</p> <p>Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</p>	