

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Environmental Enforcement Officer
Service Area / Team	Regulatory Services /Environmental Enforcement
Reports to	Senior Environmental Protection Officer
Post Number	EP005
Grade & Annual Salary	Grade D
Politically Restricted Post	No
DBS Requirement	Standard

JOB PURPOSE
<ul style="list-style-type: none"> To assist in the effective delivery of the environmental enforcement and patrol function in accordance with all relevant statute, guidance, policies and procedures and support the wider environmental protection function as appropriate.

MAIN DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> To undertake routine patrols in relation to dog control and littering offences.
<ul style="list-style-type: none"> To respond to environmental crime and community protection related service requests in a timely manner.
<ul style="list-style-type: none"> To respond to stray dog service requests including the seizure, transportation and micro-chipping of dogs in accordance with departmental policies and procedures.
<ul style="list-style-type: none"> To ensure all investigations / patrols are carried out in accordance with relevant legislation, guidance, policies, procedures and agreed service standards. Details of all visits, conversations, observations and actions are to be recorded and documented thoroughly for evidential and statistical purposes and stored in line with current guidelines.
<ul style="list-style-type: none"> Carry out recorded Interviews under Caution in line with the Police and Crime Act 1984 (PACE) and issue fixed penalty notices where appropriate in accordance with relevant policies and procedures. In consultation with the Environmental Health (Pollution) Team Leader, take any other appropriate enforcement action where necessary such as preparation of prosecution files, legal notices, reports, schedules, witness statements, and correspondence.
<ul style="list-style-type: none"> Attend court where necessary and provide witness reports.

<ul style="list-style-type: none"> Remove or co-ordinate the removal of littering, fly-posting and small scale fly-tips from public land where practicable and report any other environmental issues observed to the relevant department or agencies for response.
<ul style="list-style-type: none"> Promote the development and implementation of educational activities where required. This may include presentations at public meetings, schools, District, Parish and Town Councils, staff, Neighbourhood Forums, Community Groups and businesses.
<ul style="list-style-type: none"> Maintain a sound knowledge of relevant legislation and guidance.
<ul style="list-style-type: none"> Liaise, consult and provide reliable and accurate information and advice to external agencies, relevant stakeholders, Councillors, colleagues and members of the public as required.
<ul style="list-style-type: none"> Maintain and develop effective partnerships with the local Police, Environment Agency, KCC Community Wardens, and other Council departments.
<ul style="list-style-type: none"> Represent the Council / department at various internal and external meetings on matters relating to environmental crime.
<ul style="list-style-type: none"> To assist with the updating and maintaining of departmental policies and procedures.
<ul style="list-style-type: none"> Monitor CCTV footage and analyse data for enforcement and prosecution adhering to relevant procedures and protocols and including body worn cameras.
<ul style="list-style-type: none"> Operate as Duty Officer by rota to provide an advisory and support service for staff and public enquiries, allocate jobs to officers and support the dog warden in updating records as required. Respond to correspondence and emails as necessary.
<ul style="list-style-type: none"> Attend weekly Community Safety Unit (CSU) meetings to share and obtain sensitive information with a multi-agency and joined up approach to deal with issues within the community.
<ul style="list-style-type: none"> Attend ward walk-about and other similar requirements (eg CSE inspections) with relevant individuals including Councillors, Residents Associations and CSU to assess problems within each ward area and give advice and guidance on enforcement issues such as littering, Anti-Social Behaviour and fly-posting.
<ul style="list-style-type: none"> Carry out additional, seasonal patrols during weekends and bank holidays across the district on a 7 day week contract
<ul style="list-style-type: none"> Any other reasonable duties that may be required from time to time including attending visits / inspections / meetings outside normal office hours.

CORPORATE RESPONSIBILITIES

<ul style="list-style-type: none"> Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
<ul style="list-style-type: none"> To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
<ul style="list-style-type: none"> To actively demonstrate the values and behaviours of the council.

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| <ul style="list-style-type: none">• To ensure our customers are valued by taking into account their views and needs in all that we do. |
| <ul style="list-style-type: none">• To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements. |
| <ul style="list-style-type: none">• To communicate openly and honestly with colleagues, members and customers. |
| <ul style="list-style-type: none">• To undergo any training necessary to be able to fulfil the requirements of the job. |
| <ul style="list-style-type: none">• To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time. |

Folkestone & Hythe District Council Person Specification

Post Title: Environmental Enforcement Officer

Important Information for Applicants:				
The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.				
Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential <ul style="list-style-type: none"> ▪ Good basic education to GCSE A-C standard or equivalent (including Maths & English) ▪ A relevant environmental related qualification or willingness to work towards CIEH Level 2 Award in Environmental Principles and Best Practice. 	✓		
	Desirable <ul style="list-style-type: none"> ▪ CIEH Qualified. 	✓		
Experience and Knowledge	Essential <ul style="list-style-type: none"> ▪ Experience of working in a customer facing environment. ▪ Previous relevant experience in an enforcement role. ▪ Experience of GIS and map based applications ▪ Knowledge of environmental and dog control enforcement regulations including the Dog Control Orders, the Police & Criminal Evidence Act 1984, the Environmental Protection Act 1990 and the Anti-Social Behaviour, Crime & Policing Act 2014. ▪ Experience of operating MS Office systems such as Microsoft Word, Excel and Outlook. 	✓	✓	
	Desirable <ul style="list-style-type: none"> ▪ Local authority policy enforcement experience. 	✓	✓	

	<ul style="list-style-type: none"> ▪ Experience in working with communities and partnerships in delivering educational initiatives / campaigns. ▪ Experience of working with or handling dogs. ▪ Experience of preparing prosecution files. ▪ Geographical knowledge of the district and surrounding area. ▪ Experience of operating NAFN and Atlas systems. 	✓	✓	
Skills and Abilities	<p>Essential</p> <ul style="list-style-type: none"> ▪ Ability to work as part of a team. ▪ Ability to operate on own initiative with minimal supervision. ▪ Excellent written and oral communication skills. ▪ High level of attention to detail and accuracy. ▪ Competent user of IT, particularly Microsoft Office. ▪ Proactive and committed to continued service and personal development. ▪ Ability to adapt and proactively organise and prioritise work effectively in order to meet deadlines and maintain high standards at all times. ▪ Ability to demonstrate a professional and customer orientated approach. ▪ Excellent interpersonal skills with the ability to operate and build excellent working relationships at all levels. ▪ Ability to patrol assigned areas of the District efficiently and effectively. (Patrol vehicle provided) 	✓	✓	
	<p>Desirable</p> <ul style="list-style-type: none"> ▪ Experience of camera surveillance and monitoring. 		✓	
Other	<ul style="list-style-type: none"> ▪ Full UK driving licence. 	✓		