



Job description			
Job title	Environmental Enforcement Officer		
Grade	H		
Directorate	Communities & Neighbourhoods		
Service/team	Environmental Health		
Accountable to	Team Leader, Environmental Health		
Responsible for	To undertake the relevant statutory duties of the Environmental Health service, carrying out a wide range of Environmental Enforcement and Behaviour Change Duties.		
JE Reference	A4234	Date Reviewed	July 2025

### Purpose of the Job

The Environmental Enforcement Officer will support the Team Leader and the wider Environmental Health and Consumer Protection services by providing technical assistance and carrying out enforcement work in relation to all areas of Environmental Health work under the immediate direction of a Senior Officer.

The post holder will help deliver an intervention programme which tackles environmental cleanliness and environmental crime issues at problem sites and locations across the Borough.

### Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To assist with the implementation of environmental education programmes working with wider council services, partner organisations, residents, businesses, Elected Members and the voluntary sector.
2. To assist in delivering targeted campaigns and utilising local intelligence to raise awareness and change behaviours. Including engaging with residents and businesses to raise awareness of environmental issues and how they can and should play apart in improving environmental quality and the consequences of not complying with their duty of care.



3. To investigate complaints concerning fly tipping, fly posting, accumulation of waste, prevention of pests, dog fouling and control and other public health matters.
4. To carry out proactive patrols of the Borough when directed, in order to identify and respond to nuisance and environmental concerns including fly tips, littering, dog fouling and control and applying smoke free legislation.
5. Where directed, to undertake surveys of identified environmental crime hot spot areas, develop education and enforcement strategies and communicate these as appropriate to residents, property owners, businesses, Elected Members and other stakeholders.
6. Carry out a range of enforcement activities including evidence gathering, preparing and service of legal notices and issuing fixed penalty notices. Where necessary take action for non compliance e.g. arrange for work to be carried out in default, prepare cases for prosecution and attend court to give evidence where directed.
7. To have and maintain knowledge of legislation and policies relating to a range of environmental enforcement matters and to provide guidance and advice to Elected Members, residents and businesses as requested.
8. To support the Senior Officer and Team Leader in the development of policies and procedures, making use of best practice, innovative solutions and enhanced enforcement powers.
9. Support the Council in the implementation of its Environmental Enforcement Strategies and action plans.
10. To support the Senior Officer and Team Leader in tackling problems sites and developing neighbourhood action plans.
11. To utilise a range of technical equipment required to carry out the job including, CCTV, mobile information technology devices etc.
12. To undertake work in relation to a wide range of environmental enforcement issues including inspection of properties, industrial and domestic sites, liaising with residents, elected members, other teams or other agencies and complying with relevant legislation and procedures.
13. If instructed, to support the service in relation to the collection of stray dogs and transportation to kennels.
14. To undertake work in relation to the service's and Council's response to major incidents and emergencies as directed.



15. To undertake duties of a similar nature and commensurate with the grade as may be assigned from time to time by the Senior Officer, Team Leader, Service Manager or Head of Service.

### Knowsley Better Together – Staff Qualities



### Health and Safety

- To undertake appropriate and up to date training in the use of any equipment required in order to discharge the duties and responsibilities of the post.
- To inform the Team Leader of any breach of health and safety issues or indeed of any situations or events which it is considered could place individuals in danger.
- To ensure that as an individual the post holder is aware of the issues of lone working and acts in accordance with any training briefing or advice given.

### Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.



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