**JOB DESCRIPTION FORM**

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| **JOB TITLE:** | Environmental Enforcement Officer |
| **DATE COMPILED / AMENDED:** | January 2024 |
| **GROUP:** | Best - Environmental Services |
| **COMPILED BY:** | LC |
| **Job No:** | B111 |

**JOB OUTLINE**

**Purpose**

To deliver a range of Environmental Enforcement action against fly-tipping; abandoned vehicles; breaches of household and commercial waste duty of care; flyposting; littering and other environmental and highway related offences, in accordance with the Council’s Environmental Enforcement Policy.

**Duties**

1. Investigate and respond to customer queries/complaints on environmental issues, in accordance with the Council’s Environmental Enforcement Policy and customer care policies.
2. Develop a comprehensive knowledge of relevant environmental legislation and legislation governing criminal investigations and achieve the Police Accreditation qualification via the Hertfordshire Police Accreditation scheme to enable closer working relations with the police for data and intelligence sharing.
3. Develop skills to include site visits; inspections; verbal and written advice on legal requirements and good practice; assistance with compliance, written warnings; the servicing of statutory notices; issuing fixed penalty notices, formal cautions; prosecutions; works in default; and liaison and cooperation with other enforcement authorities and organisations where appropriate and acting within the scope of delegated authority.
4. Investigate residential duty of care incidents (S34 EPA 1990), ensuring domestic waste is disposed of lawfully, identifying domestic waste offences and applying appropriate enforcement action which may include prosecution.
5. Investigate and resolve issues of nuisance vehicles within the Borough including abandoned, untaxed, SORN, for sale cars, verge and pavement parking and working on vehicles on the highway. Arranging removal and disposal of the vehicles and issuing enforcement notices as necessary.
6. Inspecting business premises, private residential land etc. and enforcing where appropriate to ensure conditions are met, and waste duty of care is adhered to.
7. Investigate enviro-crime incidents with the aim of identifying the offender, compiling reports/evidential statements, interviewing individuals in accordance with the requirements set out in PACE (Police and Criminal Evidence Act 1984). Determining appropriate enforcement action, including prosecution, in accordance with Council policy.
8. Preparing papers for the Borough Solicitor for court actions and where necessary acting as the Council’s witness in court.
9. Adjudicating in appeals against enforcement action where appropriate.
10. Assist with deployment and management of the Council’s covert CCTV systems, downloading footage and gathering sufficient evidence in preparation of prosecution cases.
11. Continuously seek improvements to the methods of working and systems used, ensuring strict adherence to health and safety, legal and quality requirements and any relevant codes of practice and work instructions. To attend multi-agency meetings including the Hertfordshire fly tipping group to share best working practices and intelligence.
12. The post holder must be IT literate, competent at intermediate level and able to use a range of MS Office applications.
13. Any other duties appropriate to the grade which contribute to the purpose and objectives of the post.

**RESPONSIBILITY AND AUTHORITY**

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| **Staff** | None |
| **Financial** | No |
| **Professional** | Security, enforcement |
| **Other** | Approved uniform to be worn at all times whilst on duty. |
| **Equipment** | Mobile phone, camera. Use of IT equipment. Necessary to supply own transport as an alternative to using the Council’s vehicles should they not be available on any day. |

**RELATIONSHIPS**

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| **Accountable to:** | | Waste and Street Scene Manager |
| **Contacts with other people:** | |  |
| **a)** | **Own Department** | Wide |
| **b)** | **Elsewhere within the**  **Council** | Liaison function with other departments, senior managers and Councillors |
| **c)** | **Outside the Council** | Police, Environment Agency, LVRPA, members of the public, voluntary bodies and public agencies |

**PHYSICAL CONDITIONS**

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| **Location:** | Based at Environmental Services Depot, New River Trading Centre but will work throughout the Borough |
| **Exertion:** | Able to undertake a variety of duties involving patrolling on foot. Able to deal with antisocial and aggressive behaviour from members of the public. . |
| **Accident/Health Risks:** | As set out in the risk management report |

**ECONOMIC**

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| **Grade:** | M37 |
| **Hours:** | 37 hours per week. There is a requirement to work flexibly, to occasionally include early mornings, evenings, without additional remuneration. Hours to be worked in accordance with the need of the post. |
| **Overtime:** | Rare |
| **Car allowance:** | Use of Council owned vehicles but mileage allowance when these are not available and using own vehicle (subject to being insured for business cover) |
| **Housing:** | In accordance with Council policy |
| **Removal:** | In accordance with Council policy |

**EMPLOYMENT CHECKS REQUIRED FOR THIS POST**

The Council is required by the Home Office to carry out standard checks for all employment under the Asylum and Immigration Act 1996. These checks require you to provide proof of your right to work in the U.K. If you are invited to interview, we would need to see your original passport or full birth certificate, or an appropriate letter/document issued by the Home Office. We also require proof of your permanent National Insurance Number (a P45, P60, NINO card or a letter from a Government Agency). If you cannot produce any of these documents or are unsure whether the documents you have provide the necessary proof, please contact the Personnel Office for advice prior to your interview.

**If you have any query relating to these required checks, as stated above, please do not hesitate to contact Personnel and Payroll.**

**EMPLOYMENT OF EX-OFFENDERS**

The Council’s policy on the employment of ex-offenders is as follows: -

Broxbourne Borough Council aims to promote equality of opportunity for all with the right mix of talent, skills, and potential. We therefore welcome applications from a diverse range of candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, people will not be asked to disclose convictions which are ‘spent’ under the Rehabilitation of Offenders Act 1974. Having an ‘unspent’ conviction will not necessarily bar any individual from employment. This will depend on the circumstances and background to the offence(s). The Council abides by the Code of Practice for Registered Persons and other recipients of Disclosure information, copies of, which are available on request.

**EQUAL OPPORTUNITIES**

All staff are reminded that they must comply with Council Policy on Equal Opportunities to ensure the fair and equal treatment of all Council staff and customers.

**SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

All employees are responsible for ensuring the safety and welfare of children and vulnerable adults in the course of their daily duties. All staff are required to understand and adhere to the Council’s Safeguarding policies and procedures as they apply to their own role, to make referrals concerning child or vulnerable adult welfare to the Designated Child Safeguarding Officer, and to co-operate with other agencies around child protection investigations.