



# Environmental Enforcement Officer Candidate Pack



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BOROUGH COUNCIL

## About the role



## Environmental Enforcement Officer

**Directorate** – Housing and Public Protection

**Department** – Waste, Public Realm and Enforcement Services

**Grade** – D

**Salary** – 27,969 PA increasing to 30,341 PA following 12 months satisfactory performance (+ 10% *unsociable hours allowance when applicable*)

**Hours** - 37 hours per week – Monday – Friday

Flexi-time Available. Free Parking.

### About the role

Are you up for a challenge? Environmental Crime, such as Fly Tipping and Littering, is becoming a national issue but Dartford Borough Council are dealing with this problem robustly and are looking for an enthusiastic, highly motivated individual to join our extremely busy Environmental Crime Enforcement Team. We are looking for someone, ideally, with an enforcement background, capable of working on their own but who is also a strong team player who can fit into a busy multi-agency environment.

Waste, Public Realm & Enforcement Services is a multi service environment and you will also be involved, on occasions, with the work of other officers who deal with enforcement, parks and open spaces, events, licencing and town centre business crime partnerships. On occasions, you may deputise for the senior environmental enforcement officer, attend and contribute at regular information and best practice meetings, with other regional borough environmental enforcement teams, the KCC intelligence team, when required. Previous experience of working in a law enforcement, security, community safety or similar role is desirable as is dealing with the public in, sometimes, difficult situations with the ability to stay calm under pressure. Relevant knowledge of environmental crime legislation would be advantageous, but more important is the ability to be confident, diplomatic and assertive. Good ICT skills are required together with the ability to communicate effectively both verbally and in writing. You should also enjoy analysing information and problem solving as this will be an integral part of the role.

This post is considered by DBC to be a customer-facing position. The Council therefore has a statutory duty under Part 7 of the Immigration Act (2016) to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements.

### Skills, Knowledge and Experience:

- You should be capable of carrying out detailed investigations and interviews, often in partnership with the Police or Environment Agency, to tackle fly tipping and other environmental crime offences.
- You will be required to prepare case files and attend Court to give evidence.
- The interviewing of alleged offenders, statement taking, case file preparation/ case building along with intelligence gathering, and dissemination, court attendance and giving evidence are key elements of this position.
- You will be involved in promoting public awareness of environmental crime issues as well as other duties that may include dealing with unauthorised encampments, fly tipping, public space protection orders and offences associated with Civil Enforcement.
- You should be conversant with relevant legislation and guidance such as the Environmental Protection Act 1990, Police and Criminal Evidence Act 1984, the Regulation of Investigatory Powers Act 2000 and the Anti-Social Behaviour, Crime and Policing Act 2014.
- You will be required to operate both on foot and in a vehicle, performing duties such as visiting sites of fly tipping and fly posting etc. to obtain and record evidence.
- You will be required to take the appropriate enforcement actions, such as serving of a summons to court or issuing Fixed Penalty Notices for environmental crime offences.

Some evening, weekend and Bank Holiday working may be required for which a 10% allowance is paid. You should have a full, clean driving licence as you may, on occasions, be required to use your own vehicle, for which an allowance will be paid.



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## Disability Confident Employer

DBC is Disability Confident Employer and welcomes applications from candidates with a disability.

We operate a Guaranteed Interview to any candidate with a disability who meets the minimum criteria for the role. If you have a disability and are applying for a particular role, please ensure that you indicate this on your application form, and advise us of any reasonable adjustments which you may require.

A disability under the Equality Act 2010 is defined as a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities.

## Care Leavers

We will offer an interview to care leavers who meet the minimum criteria for the post. If you are a care leaver, you must inform us of your care leaver status at the time of your application.

## Armed Forces

As part of the Council's commitment to the Armed Forces Covenant and to ensure that ex-armed forces personnel are not disadvantaged as a result of their service, veterans of the armed forces and/or their spouses/civil partners, applying for a job at the Council will be guaranteed the offer of an interview, provided that:

- They or their spouse/civil partner are currently serving in the armed forces and are within 12 weeks of their discharge date
- They or their spouse/civil partner were in long-term employment with the armed forces within the last five years
- They meet the essential criteria for the advertised role
- They confirm that they wish any application for a post at the Council to be considered under the guaranteed interview scheme.

## How to apply

Please apply via:

<https://www.dartford.gov.uk/by-category/jobs-and-careers/job-vacancies-at-the-council>

Do not send your CV – only fully completed application forms via the link above will be accepted

We reserve the right to close this vacancy before the advertised closing date. Please apply early to avoid disappointment.

## Shortlisted?

Shortlisting and selection will be based on the job profile and experience required. You will need to address these requirements in your application drawing on any experience you have gained at work or in a voluntary capacity. You should give examples of how you meet the criteria outlined in the job profile and the Council's Core Behaviours. If you are unable to explain how you meet the requirements of the role, we may not be able to shortlist you.

## Closing date:

23:59 27th February 2026

## Interview date:

Week Commencing 16th March 2026



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## About the Council



## Why Dartford

'Dartford is a place of quality, choice and safety. A place where great communities, concern for the environment and a successful economy support people who want to live, work and enjoy leisure time.'

Dartford Borough Council is one of the most exciting places to work in the region. Not only are we working on some special projects to improve life in the borough but we also have one of the most accessible offices in the country.

## Our Commitment to Equality and Diversity

Dartford Borough Council is committed to equal opportunities policies and action to ensure that the best candidates for any post are appointed irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. We operate a name-blind **recruitment process and remove candidates' personal information** to ensure that people will be shortlisted for interview on merit.

Our aim is to remove barriers to employment, promotion and development so that all employees have equal access to these on the basis of ability and the requirements of the job.

We are committed to challenging inequality, discrimination and disadvantage and to achieving the highest standard of employment practice. Equality of opportunity for all sections of the community and workforce is an integral part of this commitment, and we welcome applications from all sectors of the community.

The Council has signed up to the Disability Confident Scheme. Through Disability Confident, we are working to ensure that disabled people and those with long term health conditions have the opportunities to fulfil their potential and realise their aspirations. We are committed to interviewing all disabled candidates who meet the minimum criteria for the role. In addition the Council will where possible make reasonable adjustments to ensure the interview process is accessible to disabled candidates.



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## Getting to us

Civic Centre  
Home Gardens  
Dartford  
Kent DA1 1DR

### By car...

The Civic Centre can be accessed via A206 to the north, A282/M25/M20 to the east and the A2 to the south. The A226 Dartford Road links Bexley to Dartford Town Centre. The Council offers free car parking for staff.

### By train...

Dartford Civic Centre is situated opposite Dartford station. Dartford is part of the TfL Oyster card area and there are regular and frequent services from Central London (Charing Cross, Victoria and London Bridge). In the opposite direction there are regular services to Gravesend and the Medway Towns with connections to Canterbury and the Kent Coast.

### By bus...

Good bus services serve Dartford town centre, including TfL buses, and the Fastrack rapid transit system. Bus stops in Home Gardens, two minutes walk to the Civic Centre, are served by:

- TfL bus routes 96, 428 and 492
- Fastrack bus routes A, B & C
- Arriva Sapphire bus services routes 480 & 490 between Dartford Town Centre and Gravesend.

### By bike...

Dartford Town Centre lies on strategic cycle routes. View the routes on the Explore Dartford Maps:

[https://explorekent.org/wp-content/uploads/2020/06/EK-DARTFORD\\_PRINT.pdf](https://explorekent.org/wp-content/uploads/2020/06/EK-DARTFORD_PRINT.pdf)

[Link to map and more info](#)

## Dartford Borough Council Civic Centre



## Core Behaviours

Values are a key component of a healthy workplace culture because they clarify how the Council and its staff should behave and help to ensure that everybody is working towards the same goals. They provide the framework within which employees can test decisions, accomplish tasks, and interact with others.

The **Council's** core behaviours reflect the special qualities that attract, engage and retain the talent that we want; and will be used to shape our culture by influencing the work we do, and how we do it. These behaviours focus the way we expect employees to approach daily business practices, conduct communications and interact with one another.

The Council has five core behaviours that guide the way we think and act as an organisation, and each member of staff is responsible for incorporating them into their day to day roles.



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# Core Behaviours

## Communication

### Demonstrated by:

- Actively listening to customers and colleagues and asking questions to provide clarity
- Seeking to understand customer and colleague needs and proactively looking for ways to exceed expectations
- Being clear, concise and courteous
- Providing regular and timely feedback
- Leaving a positive impression of the Council

## Respect

### Demonstrated by:

- Creating trusted relationships with customers, colleagues and communities to achieve mutual goals
- Treating customers and colleagues with respect and dignity and valuing others as individuals
- Learning from others and valuing differences
- Being thoughtful, tactful and considerate
- Acting with integrity, loyalty and trust

## Accountability

### Demonstrated by:

- Taking the initiative and ownership of our decision, actions, performance and behaviour
- Learning from our mistakes and seeking out opportunities to improve
- Delivering on promises to customers and colleagues
- Being proud of what we do

## Adaptability/Flexibility

### Demonstrated by:

- Displaying a 'can do' attitude and being innovative
- Embracing change
- Getting out of our comfort zones and creating our own opportunities
- Looking for the positive in every situation
- Challenging negativity and bad behaviour

## Collaboration

### Demonstrated by:

- Sharing ideas and challenges with our colleagues and actively seek out their opinion
- Working together beyond departmental boundaries to achieve superior results
- Ensuring everyone has an equal opportunity to share and contribute ideas
- Being part of the solution



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# Total Reward Package

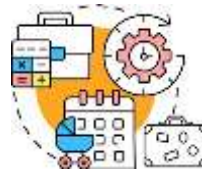
## Pension

We are part of the Local Government Pension Scheme (LGPS). There is a 50/50 section which enables a member to pay half rate contributions for half the benefits. The LGPS is a career averaged revalued scheme (CARE), which means your benefits are based on your salary for each year you are in the scheme. Your contribution rate, based on your salary, is 5.8%.



## Holiday Entitlement

You will be given a generous holiday entitlement of 162.8 hours (equivalent to 22 days) plus a further 37 hours (equivalent of 5 days) after 5 years of service and a bank holiday entitlement per annum. These amounts are pro-rated for part-time hours.



## Car Parking

Free car parking for work



## Private Medical Insurance

Subsidised private medical insurance for employees on Grade H and above on application



## Shared Cost AVC's

LGPS members have access to our Shared Cost Additional Voluntary Contribution (Shared Cost AVC) scheme, which offers you a cost-efficient way to invest in your financial future.



## Professional Membership Fees

The cost of one membership a year to a professional organisation that you require for your job



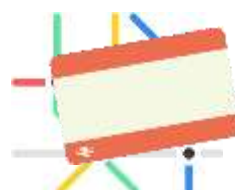
## Car Loan

A loan to assist you with buying a car, subject to certain criteria being met



## Season Ticket Loan

An interest free loan to assist with the purchase of a season ticket to travel to and from work





# Total Reward Package

## Cycle to Work

A salary sacrifice arrangement which allows employees to purchase a bicycle for travel to work. The scheme allows the cost to be spread over a monthly deductions **and also reduces the employee's tax and national insurance costs.**



## Hybrid Working

A Hybrid Working Policy which allows you to work part of your week remotely (depending on role and in agreement with your line manager)



## Flexi-Time Working

A flexi-time working scheme (in agreement with your line manager)



## Wellbeing

We have achieved the national Workplace Wellbeing Charter accreditation demonstrating our commitment to proactively championing a health workplace culture.



## Employee Assistance Programme

Access to a free and confidential Employee Assistance Programme which offers support for a wide range of issues including telephone and face to face counselling



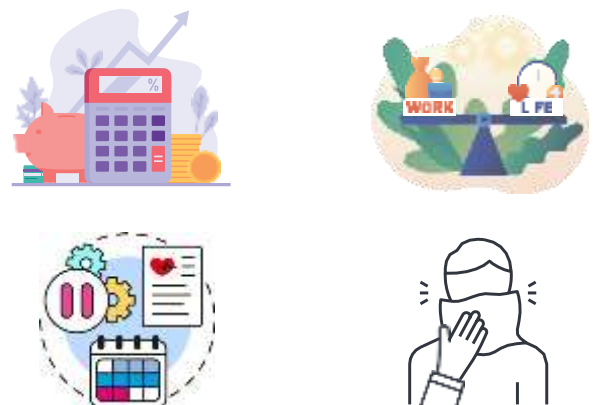
## Occupational Healthcare

An occupational health service to support employees in the management of health issues.



## Occupational Sickness Pay

Generous sick pay based on length of service



## Total Reward Package

### Flu Vaccinations

Free flu vaccinations on an annual basis



### Eye Care

Assistance with the cost of an eye test and glasses or contact lenses for working with computer screens



### Fairfield Leisure Centre Discount

20% discount on Premium Membership



### Employee Benefits Portal

A host of benefits, deals and offers via our online benefits portal including, but not limited to, shopping, travel and activities



### Family Friendly Policies

An enhanced package of Maternity, Adoption, Paternity, Parental, Shared Parental and Parental Bereavement Leave



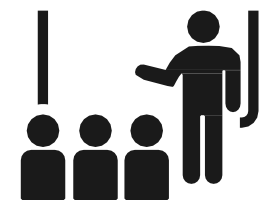
### Compassionate Leave

Up to 10 days paid leave following the death of a close relative



### Cadet and Reserve Armed Forces Leave

Up to 10 days paid leave per year to take part in duties or training.



### Public Duty Leave

Additional leave for members of certain public bodies to undertake duties



# Job Profile

**Job Title:** Environmental Enforcement Officer

**Grade:** D

**Reporting to:** Senior Enforcement Officer

**Responsible for:** N/A

**Experience** Working in Law Enforcement or a similar role

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- Should be conversant with relevant legislation and guidance such as the Environmental Protection Act 1990, Police and Criminal Evidence Act 1984, the Regulation of Investigatory Powers Act 2000 and the Anti-Social Behaviour, Crime and Policing Act 2014.
- Interviewing of suspects, an awareness of case building and the production of case files for court, court processes and procedures around presenting and giving evidence.

## Qualifications:

Ideally, with an enforcement background, capable of working on their own, but who is also a strong team player who can fit into a multi-agency environment.

## Special Circumstances:

- May involve evening and some weekend and Bank Holiday working (for which a shift allowance is paid).
- Must have a current full driving licence.
- May be required to tow trailers on occasion. Attendance at Court where necessary.
- Uniform may be required to be worn on occasions.
- This role requires a Basic Disclosure Check.

## Key activities:

- To actively participate in the work of the Enforcement Team for the Authority, carrying out investigations into environmental crime offences, interviewing of persons in accordance with the Police and Criminal Evidence Act.
- At times patrolling both on foot and in a vehicle and the issuing of various fixed penalty notices.
- To assist other officers of the team and work with officers of other sections of the Authority and with external organisations including the Police, Environment Agency, Kent County Council and others to effectively deliver a coordinated approach to enforcement across the Borough.
- You will also deputise for the Senior Enforcement Officer in their absence.

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Environmental Enforcement officers are required to support Park Rangers and respond to most spontaneous incidents within the Borough. Incidents include UE on any land within the Borough not just DBC owned land, reports of fly tipping offences, fires on the Heath or any open spaces. In the absence of Park Rangers on duty, reports of homeless individuals (living in tents, welfare checks, safeguarding and signposting). ASB incidents within Central Park and any open spaces, reports of missing vulnerable persons in support of Kent Police or local authority, supporting the Countryside Rangers (unauthorised vehicles on the Heath, breach of bye-laws and ASB etc.). Responding to reports of damage to property within the borough and in any DBC open space. Dealing with Public Space Protection Order incidents, by gathering evidence and dealing with identified offences.

\*OWFTUJHBUJPO PG DSJNF :ou will possess excellent communication skills that effectively convey needs, instructions and decisions in a clear and concise manner, both written and spoken and have the required planning skills to conduct an investigation effectively with good problem-solving skills for review, analysing and evaluating evidence from a range of sources.

The preparation and planning of interviewing both witnesses and suspects and with regard the interview of suspects, particular knowledge of and application of the Police and Criminal Evidence Act 1984 including the Code C of the codes of practice. You also need to have knowledge of Code B for searching for and TFBMJOH evidence, Code D for identification, Code E for the recording and video recording of interviews. You will be able to obtain, verify and assess all appropriate and available information to gain an accurate understanding of situations to an agreed case investigation plan, develop and evaluate strategies to manage investigations, make decisions based on balancing risks, costs, benefits and the wider impact, use the appropriate legislation and technology to help with the investigations. Analyse and interpret data, examine records and documents

Have an ability to keep calm and confident in challenging situations and adopt decision-making skills for assessing situations, risk and evidence with a logical and analytical approach. You will build effective and collaborative relationships with colleagues and staff in external agencies. Evidence a commitment to the ethical standards and values of Dartford Borough Council, with a strong sense of personal responsibility for your actions and for dealing with problems that may arise. Respect for diversity, treating people with dignity regardless of their social, cultural or racial.

**Incident Liaison Officer:** You will be trained to respond to any major incident, event or situation with a range of serious consequences which requires special arrangements to be implemented by one or more emergency responder agency within the borough.

**Security Industry Association (SIA):** You will hold and maintain an SIA Public Space CCTV qualification allowing the Environmental Enforcement team to make sound decisions regarding the necessity for a RIPA application or Authorised Investigation deployment. Have knowledge of the difference between Directed and Non-Directed Surveillance and for what purposes a local authority can use Directed Surveillance. The deployment of CCTV resources for investigations/incidents and the processing and disposal of collected data under (but not limited to); the Human Rights Act 1998; the current Data Protection Legislation; Computer Misuse Act 1990; the Regulation of Investigatory Powers Act 2000, together with the published codes of practice from the Home Office, IPCO and the Information Commissioner's Office; Chapter 30 of the Criminal Procedure and Investigations Act 1996 (Section 23(1)) Code of Practice; PACE 1984; Protection of Freedoms Act 2012 – regulation of CCTV and other surveillance camera technology & Surveillance Camera Commissioner + Codes of Practice.

**Op Assist:** You will plan and participate in the Joint Kent Police and DBC Environmental Enforcement initiative.

**Traffic Management:** You will be Lantra trained to level TS1 & TS2 and qualified to manage traffic and legally close roads for any DBC authorised event, requiring a road closure and appropriate signage placement within the borough.

**Service Provision** including aid and support for vulnerable residents: You will be deployed to provide support and aid to vulnerable residents in times of crisis and includes delivering food, medication and any other materials to individuals and associated agencies including food banks, charities and organisations and take charge of bulk deliveries and convey to wherever required within the Borough

**Events:** You will as and when required, provide support for spontaneous and pre-planned events, assist the events team with events throughout the year, set up and take down anything that is required for the varied events and on occasions provide security at the locations in the absence of SIA qualified Officers.

**Traveller Incursions, removals and other related incidents:** You may be the first response to any Traveller Incursion / Unauthorised Encampment within the Borough, attend at the reported location and seek to prevent further occupation of DBC owned land. You will liaise with the 'travellers / persons' on site and establish their actions and time frames and request they leave the site before legal action is started. You will conduct daily checks including initial site visits and welfare questionnaires, serve legal papers and conduct removal when required. You may also be required to lay information before the court in respect of any removal order.







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