
Post Title: Environmental Warden

Post Hours: 37 hours per week

Grade: Scale 3

Responsible to: Senior Technical Officer

Responsible for: None

Main contact associated with principal duties:

- Officers of the Council
 - Council Members
 - Members of the Public
 - Officers of other Local Authorities
 - Cleaning and Cleansing Contractors
 - Government Departments
 - Private Sector Environmental Groups
 - Environment Agency
 - Police
 - Operational Services – Operational, Technical and administrative employees
 - Suppliers
 - Waste Disposal Authority
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Job Purpose:

To work within the community and area of Nelson in a professional and conscientious manner supporting the Town Council's drive to improve the amenity of its area by assist in enforcing and educating businesses, residents and visitors on legislation relating to problem properties, fly-tipping, littering, abandoned vehicles, separation, presentation and removal of waste and waste containers and the clearance of waste from private land. With special attention to areas which suffer from deprivation, the postholder will raise awareness through educational projects or involvement in community events about the impact of littering, fly tipping and the importance of recycling within Pendle. The postholder shall be required to co-ordinate clean ups in areas as required across the Borough.

Control of Resources:

- Mobile telephone
 - Occasional use of a Council vehicle
 - Lone worker unit
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Main duties and responsibilities:

1. To assist colleagues in carrying out Local Environmental Quality surveys recording litter / detritus / graffiti / dog fouling and waste.
2. To work with local community groups and commercial undertakings to develop their capacity to deal with litter and waste.
3. To advise and help commercial and local community groups to recycle their waste.
4. To organise through local schools and community groups anti-litter competitions and clean-up campaigns.
5. To liaise with the Borough of Pendle's enforcement team to, initiate work orders and arrange for the clearance of fly tipped waste, litter or detritus.
6. To liaise with enforcement colleagues to deal with neglected buildings and fly-tipped waste on private land.
7. To liaise with and share innovative ideas in promoting anti-litter and waste minimisation with other outside agencies, national bodies and local voluntary bodies.
8. To organise and attend out of working hour's meetings to update Members on operational activities and promoting anti-litter awareness campaigns in the deprived wards.
9. Service of fixed penalty notices, collection of evidence and preparation of statements to enable prosecutions under the Environmental Protection Act 1990, Clean Neighbourhoods Act 2005 and the Refuse Disposal Amenity Act of 1978, or any subsequent relevant legislation and amendments.
10. To complete initial investigations linked to abandoned or neglected vehicles and to provide district Council enforcement staff with relevant information enabling enforcement action and auditable DVLA checks to be carried out.
11. Make recommendations as to the service of Statutory Notices, using Acts such as The Town and Country Planning Act 1990 or the Public Health Act 1936.
12. Assist senior Colleagues to produce reports to the appropriate Council Committees.
13. Where appropriate support enforcement officers to prepare evidence and give evidence in Court
14. Update computer records linked to abandoned vehicles and the generation of statistics in this area
15. To respond to customer complaints/requests reported to the Section both orally and in writing.
16. To implement and operate a 'patrol timetable' which reflects the needs within each of Nelson's 5 wards and ensures there is a physical and visible presence throughout the community.
17. To maintain all comprehensive records of all work activities undertaken by means of a log book and the completion of computerised inspection sheets.
18. To undertake such other duties as may be assigned and as are commensurate with the grading of the post.
19. To undertake training appropriate to the duties of the post.

Selection Criteria	Essential or Desirable	Assessment Method
Qualifications		
1. Hold a full current driving licence.	Essential	Application Certificate
Knowledge, skills, abilities and experience		
2. The ability to communicate effectively, in writing and face-to-face with a diverse range of people.	Essential	Application Interview
3. Good IT skills to enable information collection and extraction of data.	Essential	Application Interview
4. Experience of working with a diverse range of customers using tact and diplomacy sometimes in difficult situations.	Essential	Application Interview
5. Good organisational skills to be able to work on own initiative and manage workloads.	Essential	Application Interview
6. Literacy skills to enable the postholder to complete record logs and to write concise and clear reports.	Essential	Application Interview Test
7. Numeracy skills sufficient to provide statistical data.	Essential	Application Interview Test
8. Have experience of working to deadlines whilst under pressure.	Essential	Application Interview
9. Willingness to work occasional evenings and weekends.	Desirable	Application Interview
10. An understanding and willingness to follow health and safety requirements relevant to the post.	Essential	Application Interview
Special Requirements		
<ul style="list-style-type: none"> As the post involves driving a vehicle, the post is subject to pre-employment and probationary drug and alcohol testing. It will then be part of the ongoing random testing regime for safety critical posts. Flexibility enabling post holder to attend evening meetings. Town Council meeting 2nd Wednesday of each month 		

Date: July 2025