

RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.	50348 - 50355
Post Title:	Community Warden
Unit/Team:	Warden Service
Grade:	Grade D
Service:	Regulation and Safety
Reports to:	Community Safety Team Leader
Issue Date:	August 2023

PURPOSE OF THE JOB

To carry out enforcement patrols for a variety of council issues, within the Service and for other services; to be a recognisable presence to deter anti-social behaviour throughout the Borough of Rugby; to encourage good behaviour and compliance with a variety of legislation; in order to make Rugby cleaner, greener and safer.

The warden service is a key service within regulatory services and does include duties that are role specific to the warden service as well as providing services for other teams.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Persuade and encourage members of the community to live in a manner, which provides a safe community.
- 1.2 This will require flexibility in roles and hours. The following is a list of responsibilities, but the service will not be limited to:
 - Issue fixed Penalty Notices, Penalty charge notices and Public Space Protection Orders
 - Dealing with public breaches for a range of offences this can include:
 - Littering,
 - Parking contraventions (including issuing PCNs) & machine checks and repair faults
 - Fly tipping
 - Trade waste
 - Dog control orders
 - Stray dogs collection and transport to owners or kennels
 - Noise nuisance

- Emergency responses to food, health & safety service reports e.g. Clandestine in food vehicles.
 - Licensing investigations
 - Taxi rank inspections
 - Enviro crime statements & evidence gathering
 - Smoke nuisance
 - Attend court to present evidence
 - Support for others as required
- 1.3 Some tasks will involve visiting travellers and illegal encampments required for the eviction process.
- 1.4 To undertake routine visible proactive and intelligence led reactive patrols in all weathers (on foot, cycle and vehicle) across the borough and engage with the public to encourage behavioural change and respond to community concerns.
- 1.5 To identify and report anti-social behaviour and environmental issues.
- 1.6 To provide a responsive service to general requests in relation to all issues including the verification of incidents, the identification of parties involved and the resolution of immediate problems.
- 1.7 To undertake administrative duties commensurate with the post and keep proper, accurate and thorough records in relation to all matters, including when required the preparation of reports and statements leading to legal action in magistrate's Court.
- 1.8 Attending court as a 'Witness' as and when required
- 1.9 To keep a timely and accurate note book, up dated and kept in accordance with the PACE Act and our standard operation procedures to be able to attend court to act as a witness.
- 1.10 To report or address a range of defect issues in local environments and produce accurate records of findings including carpark surface defects.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Provision of assistance to Community Safety Team Leader and Environmental Health and Community Safety Manager regarding statistics and record keeping as required.
- 2.2 Participate in education/promotion/publicity of relevant matters.
- 2.3 Any other reasonable duties as requested by your manager, in line with you skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

None

4. FINANCIAL RESPONSIBILITIES

The post holder will be required to issue Fixed Penalty Notices and Penalty Charge Notices however these are not on the spot fines so no cash is to be handled. All payments are made independently to the issuing of the notice and will be processed using the back office staff or the contact centre or via electronic processes.

5. RESPONSIBILITY FOR ASSETS AND DATA

- 5.1 Have responsibility for the care and reasonable maintenance of council equipment provided, e.g. bodycams, phones, radios.
- 5.2 Have a responsibility for ensuring that information created, received, acted upon or passed on is accurate in conjunction with the Councils Data Quality Strategy.
- 5.3 Be aware of how the day to day activities of the post contribute to the calculations of performance indicators and other key business information on which key decisions are based.

6. EXTENT OF PUBLIC CONTACT

Works with the public, other local authorities, youth support agencies and statutory undertakers, Government Departments, Warwickshire Police, Councillors, managers / owners of premises and land, and contractors to ensure service delivery.

7. WORKING CONDITIONS AND ENVIRONMENT

- 7.1 The post holder will normally be expected to work 40hrs a week and will operate between the hours of 06:00hrs and 24:00hrs covering seven days a week on a shift rota which will usually be available in advance.
- 7.2 Significant operational flexibility will be required in working outside of normal hours and maybe be required at short notice (e.g. if assistance requested by another officer or team; if a response to a service request goes beyond usual finish time). Managers will when possible give reasonable notice of changes in normal patterns.
- 7.3 These shifts and patrols will be at times needed to be undertaken outside normal office hours.
- 7.4 Outdoor work in all weathers is vital in this role and a good fitness level is a benefit due to the walking/cycling on patrols.
- 7.5 Some tasks will involve obnoxious materials and premises.

- 7.6 The wearing of recognisable uniform and PPE as instructed by the warden supervisor/ manager.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION**Post: Community Warden**

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
You must be a competent person with good team skills and also have the ability to work on your own using your initiative.	E	A/I
Have a flexible approach for working hours and tasks assigned to you.	E	A/I
Able to deal with conflicts if they arise due to the nature of this role.	E	A/I
Good interpersonal skills and able to deal with confrontational situations in a confident manner	E	A/I
Communicate well cross all levels including with members of the public	E	A/I
Reasonable level of physical fitness due to amount of walking on patrols	E	I/D
DBS and police clearance	E	D
Computer Literate	E	A/I
Educated to GCSE level, grades C and above or grade 4 and above in maths and English.	E	D
Able to work at pace, dealing with high volumes of work and deliver to given to deadlines	E	I/A
Must have a current, full, UK driving licence	E	D
A commitment to work within our CAN DO values	E	A, I
Experience in the investigation and processing of envirocrime (e.g. littering, fly tipping, dog fouling) and anti-social behaviour	D	A/I
Experience of working in local government or similar environment	D	A/I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D