



Job Description

Job title	Environmental Crime Officer	Hours	37 hours <i>Flexible working options are available, including job share</i>
Department	Neighbourhoods	Salary	SK10 (£34,605 per annum)
Location	Council Offices, The Picture House, St Catherine's Road, Grantham	Contract	Permanent

Main Job Purpose

The post holder will work as part of a small team delivering a range functions which aim to improve the quality of the environment and support community confidence.

Core areas of work include: investigating a range of complaints associated with environmental crime including fly tipping, abandoned vehicles and other environmental crimes.

The role includes securing evidence, interviewing suspects, taking witness statements and preparing case files for court.

This role is not politically restricted.

Main Statement of Responsibilities

- Respond to a range of enquiries, carry out investigations, gather evidence and take appropriate action to resolve issues in respect of environmental crime and other relevant areas of work
- Take appropriate actions in line with service requirements and operational policy/procedures
- Liaise with other teams and external agencies, including attending multiagency case meetings as directed by the Team Leader
- Provide advice and guidance to customers
- Gather evidence and conduct investigations in order to progress any necessary enforcement activity in relation to environmental crime
- Maintain clear, accurate and up to date records, including the preparation of letters, witness statements, reports etc.
- Undertake interviews under PACE, prepare prosecution files and attend court to support formal action by the Council or other agencies as required
- Issue Fixed Penalty Notices for a range of environmental crimes
- Assist in the development of policy and procedures
- To maintain and up to date knowledge of relevant legislation and to provide advice to colleagues, Members, the public, businesses and other agencies on the implications of legislation
- Undertake other duties that are consistent with the grade and general characteristics of the post as required, including providing support to the wider environmental service area as directed



- Flexibility in working hours in-line with business needs will be required to carry out targeted investigations or participate in community engagement

Core values

Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council’s operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident’s trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

Person Specification

Relevant Experience, Skills and Knowledge

Desirable

- Detailed current working knowledge of environmental crime legislation
- Ability to climb ladders, carry equipment, negotiate obstacles and uneven terrain to undertake investigations
- Ability to work in unpleasant and difficult conditions and work outside in all weathers
- Effective IT skills, including MS Office (Outlook, Excel and Word)
- Strong observational skills
- Adaptable, and flexible to undertake varied workloads
- Excellent written and oral communication skills
- Experience of working within a similar discipline
- Experience of undertaking investigations and enforcement
- Experience of evidence gathering and preparing cases for court including knowledge of the requirements of PACE and RIPA
- Experience of statement taking and conducting interviews under caution.
- Experience of prioritising own workload
- Experience of dealing with challenging and confrontational situations
- Experience of working with other agencies and using multi agency tools to achieve outcomes
- Ability to remain calm in pressurised situations
- Willingness to learn new skills
- Good awareness of disability/discrimination and equality issues
- Manages time effectively
- Ability to work under own initiative and take personal responsibility for own work
- Awareness of safeguarding issues

Relevant Qualifications

Desirable

- Good standard of education, or relevant experience
- Full driving licence

Communication and Interpersonal Skills



Desirable

- Successful track record of working with other departments and partner agencies
- An effective team worker