

Job Description



South
Cambridgeshire
District Council

Department Housing & Environmental Services– Environmental Health	Location South Cambridgeshire Hall, Cambourne
--	---

Job Title Enforcement Officer	Post Number
---	--------------------

Grade Grade 05– (SCP 25 – 30)	Salary Range £29,185 - £33,942
---	--

Responsible To Operational Manager Business/Communities Team	Responsible For -
---	-----------------------------

Health Considerations/Risk/Surveillance Required Tetanus vaccinations

Description Of Duties And Responsibilities

Key Result Areas/Overview

To be a key member of the Environmental Health & Licensing Team, supporting the work of the Team in enforcement across all environment & licensing services along with maintaining and improving the cleanliness of the District to achieve team, departmental and corporate objectives, in accordance with departmental values and procedures, Council policies and guidelines.

Dimensions of the Job

The post-holder must be knowledgeable in all legislation, codes of practice, guidance, standards etc. relating to his/her areas of responsibility and keep apprised of technical/scientific knowledge and developments necessary for fulfilling the duties of the post.

The post-holder is required to apply his/her knowledge to specific situations and problems, which are often unique and not previously encountered. The ability to research and determine appropriate action in such cases is required.

The post-holder is to exercise judgement and make decisions within the framework of legislation and Council policy. Matters not covered by existing policy are referred to the Environment Services Manager for guidance.

Job Description



South
Cambridgeshire
District Council

To remain impartial while attempting to reconcile the expectations of a number of parties within current operational, legal, financial and staffing constraints.

The post-holder is to exercise sound judgement, with tact and diplomacy when dealing with members of the public.

Key Contacts/Communication Links

Internal Staff within: Environmental health; contact centre; planning, legal and other Council departments, Directors and Chief Environmental Health Officer, Assistant Directors, Members and Portfolio Holders.

External Company representatives; business owners/occupiers and managers; Legal & Court representatives, Fire Authority; Environment Agency; Health & Safety Executive; Governmental and Non-governmental organisations, Parish Councils, general public, Crime & Disorder Partnership, RECAP Partnership.

Key Responsibilities/Specific Duties

To assist and support the Operational Manager as directed in education and enforcement across all environment services and in particular fly tipping, litter control, abandoned vehicles, dumped rubbish, street cleansing, Anti Social Behaviour, Noise complaints and animal welfare enforcement including the investigation of incidents/complaints, the gathering of evidence and attendance in Court proceedings

To take a specific role in the enforcement of licensing activities including Taxi licensing along with alcohol & entertainment licensing

To be one of the Departments 'expert adviser' on the practical enforcement of flytipping, dumped rubbish, litter control and abandoned vehicles.

To assist and support the deployment and use of covert surveillance equipment in the investigation of incidents and complaints

To cover for fellow colleagues and work in other teams/areas of the Department as demands dictate, including taking part in the Departments rota for the collection of stray dogs in the absence of the Dog Warden.

Carry out administration, including provision of clerical cover, and other urgent tasks as necessary within any team in the Department in order to promote the efficient running of the Department.

Job Description



South
Cambridgeshire
District Council

Prepare all correspondence, records, technical reports, statements of evidence, prosecution files, negotiations, PACE interviews and discussions to achieve the requirements of the role.

To assist in the supervision and training of Officers including student EHO.

To work in an internal and external customer related way in accordance with adopted procedures and good practice.

To assist/manage the identification, development and implementation of Manual and Information Technology systems and procedures.

To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

To comply with / ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

To be the Authorities point of contact for Environment Agency relating to Fly tipping issues

To be an authorised officer to present in court on behalf of SCDC

To act as the lead officer for Env Health & Licensing in determining and applying for RIPA authorisations

South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the postholder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Raised (Date)

8th September 2004

Signature of Director/Chief Officer

Signature of Manager

Job Description



South
Cambridgeshire
District Council

Signature of Employee
