Job description

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| **Department:**  Waste and Environment | **Location:**  South Cambridgeshire Hall, Cambourne, CB23 6EA |
| **Job title:**  Enforcement Officer | **Post number:** Add post number here |
| **Grade:** 5 | **SCP range:**  SCP 25 - 30 |
| **Responsible to:**  Principal Officer / Waste Operations Manager | **Responsible for:**  N/A |
| Health Considerations/ Risk/ Surveillance Required: Tetanus vaccinations | |

# Description of duties and responsibilities

# Key result areas / overview

Supporting the work of the team in enforcement across all of the Waste and Environment Service to achieve team, departmental and corporate objectives, in accordance with departmental values and procedures, Council policies and guidelines.

# Key contacts / communication links

## Internal

Staff within: Waste and Environment Service; contact centre; planning, legal and other Council departments, Members and Portfolio Holders

## External

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

# Key responsibilities / specific duties

### Covid-19 Enforcement & Compliance Officer

To lead with the education and enforcement for Covid-19 activities including Covid-19 complaints, enquiries and incidents, the gathering of evidence and attendance in Court proceedings.

### Licensing Enforcement Officer

To provide support with the education and enforcement of licensing enforcement activities including taxi licensing along with alcohol & entertainment licensing including the investigation of incidents/complaints, the gathering of evidence and attendance in Court proceedings.

### Street Enforcement Officer

To provide support with the education and enforcement of street enforcement activities including fly tipping, litter control, abandoned vehicles, dumped rubbish and street cleansing including the investigation of incidents/complaints, the gathering of evidence and attendance in Court proceedings.

### Generic Enforcement Activities

To assist and support fellow colleagues as directed in education and other enforcement activities across the services including 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 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 service, 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.

Prepare all correspondence, records, technical reports, statements of evidence, prosecution files, negotiations, Police and Criminal Evidence Act 1984 (PACE) interviews and discussions to achieve the requirements of the role.

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

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 be an authorised officer to present in court on behalf of South Cambridgeshire District Council

To act as a lead officer for the Waste & Environment Service in determining and applying for Regulation of Investigatory Powers Act (RIPA) authorisations

### Essential Skills/Experience

The post-holder must be knowledgeable in all legislation, codes of practice, guidance, standards etc. relating to his/her areas of responsibility and keep appraised 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.

# General to all job descriptions

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.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

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 post-holder. 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 Last Reviewed: October 2020