

# Job Description

Job title	Street Scene Officer
Directorate	PLACE : Regeneration, Culture and Environment
Division	Regulatory Services
Range	MPR 4
Reports to	Street Scene Team Leader

---

Main purpose of the job:

To work as part of a wider team whose key objective to combat environmental related issues through education, prevention, detection, and redress.

To implement the provisions of relevant legislation by means of appropriate enforcement to achieve an improvement to the street scene environment.

To assist in investigations, gathering evidence, appearing in court as a witness and issuing notices, including Fixed Penalty Notices.

To act as an ‘Authorized Officer’ for the purpose of exercising any delegated powers conferred by the relevant acts of parliament relating to Environmental Issues

The post holder will be responsible for first stage fly tipping investigations, this will include the gathering of evidence and the clearing of the fly tip while in attendance, ensuring the authorities policies and procedures are always followed.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

## Medway Council Job Profile

### Accountabilities and outcomes:

The post holder will be expected to keep accurate pocket notebook records of all enforcement work to a high-quality evidential standard and in compliance with the Police and Criminal Evidence Act 1984, Criminal Procedures and Investigations Act 1996 and other relevant legislation, guidance and codes of practice.

To assist in multi-agency operations and projects to ensure environmental improvements and the promotion of the authorities' core values.

To work in partnership with the main contractor (Norse) in ensuring best practice and partnership working

Enforce, educate, and promote best standards of practice ensuring compliance with the requirements of relevant legislation, guidance, and codes of practice.

The post holder will be required to carry out follow up visits to offenders in cases of non-compliance or non-payment, liaising with the Environmental Enforcement Team in preparation of case files for prosecution, ensuring up to date knowledge so that all actions comply with written policy and current legislation.

Assist in the emergency planning role of the council to act as a forward control officer as directed by the Tactical Officer. This can include working out of hours at short notice and will require the post holder to be suitably trained as a 4 x4 driver and responsible for transporting key workers in severe weather.

At manager discretion, other activities may be assigned that fit the job description.

### Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

## Medway Council Job Profile

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

### Organisation:

This role reports to the Street Scene Team Leader.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

### Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

### Person specification

All criteria at level A should be considered essential requirements.

#### Qualifications

##### Level A

Educated to GCSE level or equivalent in English & Maths

Has a commitment to undertaking Investigative skills qualification or formal training.

##### Level B (in addition to level A criteria)

Has undertaken or enrolled on Investigative Skills training or formal qualification. BTEC Level 5 or Mallard

##### Level C (in addition to levels A and B)

Has completed Investigative Skills training or formal qualification. BTEC Level 5

#### Knowledge

##### Level A

A sound working knowledge of relevant legislation and best practice.

A working knowledge and ability to deliver on the core responsibilities required as set out in the corporate plan.

Knowledge of partnership working with a broad range of individuals and stakeholders to support street scene improvements throughout Medway.

##### Level B (in addition to level A criteria)

A sound understanding of legislation relevant to the role, including statutory functions.

##### Level C (in addition to levels A and B)

A good understanding of legislation relevant to the role, including statutory functions.

A good understanding of the core responsibilities as set out in the corporate plan.

#### Experience

##### Level A

Recent and relevant experience in acting as a local authority enforcement officer dealing with Environmental Issues and enforcement

Has undertaken several inspections/visits with the ability to make decisions on low level outcomes.

Has the ability to mentor less experienced team members.

##### Level B (in addition to level A criteria)

Experience of gathering information and evidence to take such action as appropriate having regard to the corporate enforcement policy. Serving notices, compiling case files and attending court as required.

Demonstrable experience of partnership working with a broad range of individuals and stakeholders

Experience of developing partnerships with housing providers for the purpose of educating tenants on a wider scale

Experience of dealing with difficult customers in sometimes difficult situations.

## Medway Council Job Profile

One year experience in operating at level equivalent to 4A.

### Level C (in addition to levels A and B)

Experience of leading on a number of projects / workstreams across the service to promote core values and key performance indicators

At least two years of experience operating successfully at a level equivalent to 4B.

## Skills

### Level A

Full driving licence valid for use within the UK.

Able to demonstrate a flexible approach to work patterns and systems.

Work effectively as part of a team and on own initiative.

Proficient in the use of Microsoft office packages including TEAMS.

### Level B (in addition to level A criteria)

Proficient in the use of data management systems used by the service, including Confirm and JADU

Can manage own workload with occasional support from Senior officers

### Level C (in addition to levels A and B)

Can manage own workload with minimal supervision.

To act as an ILO as directed by Senior Management/Emergency Planning