

Job Description

Job title	Street Scene Officer (High Streets)
Directorate	PLACE : Regeneration, Culture and Environment
Division	Public Protection
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 is to combat environmental related issues through engagement, education, prevention, detection, and redress dedicated to Chatham and Gillingham Town Centres.

To assist in multi-agency operations and projects to ensure Street Scene improvements, positive regeneration of the High Streets and the promotion of the authorities' core values

Carry out inspection, compliance and enforcement activities in line with relevant public and environmental health legislation, guidance and policy.

To implement the provisions of relevant legislation by means of appropriate enforcement to achieve an improvement to the Street Scene environment

To act as a high visibility uniformed officer for the purpose of providing reassurance and advice to residents, visitors, businesses and workers in the High Streets

To act as an 'Authorised Officer' for the purpose of exercising any delegated powers conferred by the relevant acts of parliament relating to Environmental Issues.

The post holders will be responsible for engaging with businesses in the implementation and compliance of Street Scene policies

Liaise with internal and external stakeholders in a way that promotes the One Medway Council Plan, that embeds our values and behaviours.

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 work collaboratively with other Council services, emergency services and Town Centre Forums.

Medway Council Job Profile

Provide professional advice to colleagues, members of the public, businesses, elected members and partner agencies.

Contribute to the development and implementation of local policies, strategies and projects relating to public protection and placemaking initiatives.

To attend Town Centre Forums and meetings relevant to the role.

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

Assist in the emergency planning role of the council to act as a forward control officer as directed by the Tactical Officer.

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

Accountabilities and outcomes:

To support the wider team on delivering positive outcomes and providing reassurance to residents, businesses and visitors throughout the High Streets.

To support Senior officers with implementation of initiatives and projects within the High Streets

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:

MOBILE - will have a designated base but are generally working out in the field. They will only come into office space for meetings, touchdown or administration. They are often not constrained to normal core working hours.

Medway Council Job Profile

Person specification

All criteria at level A should be considered essential requirements.

Qualifications

Level A

Public protection Officer (High Streets)

Minimum of 5 GCSE (Grade 4 – 9) including English & Maths or equivalent

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

Full UK Driving Licence

Level B (in addition to level A criteria)

Has undertaken or enrolled on Investigative Skills training or formal qualification

Level C (in addition to levels A and B)

Has completed Investigative Skills training or formal qualification

Knowledge

Level A

A 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 with a primary focus on high Streets

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 officer dealing with Environmental Issues and Engagement

Level B (in addition to level A criteria)

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

Experience of dealing with difficult customers in sometimes difficult situations.

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

Level C (in addition to levels A and B)

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.

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

Work effectively as part of a team and on own initiative

Level B (in addition to level A criteria)

Ability to demonstrate effective partnership working including partner agencies, businesses and residents through engagement events, forums and project work

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

Can lead on multi-agency and engagement projects with minimal support from Senior Officers