# 

# **Job Description**

Job title <Environmental Enforcement Officer>

Directorate PLACE : Regeneration, Culture and Environment

Division < Regulatory Services>

Range MPR 5

Reports to Environmental Enforcement Team Leader

## **Main purpose of the job:**

<Under the general direction of the Environmental Enforcement Team Leader:

To work as part of part of a team of investigators whose key objective is to combat environmental related crime in the Medway Council area through prevention, detection, redress & deterrence.

Investigate reports of illegal street trading, untidy land, trade waste breaches, littering, illegal waste carriers/scrap metal collectors / sites & any other report as directed.

The postholder will interview suspects & take statements from witnesses in accordance with Codes of Practice and Police & Criminal Evidence Act 1984.

To represent Medway Council as an authorised officer & to exercise any of the delegated powers conferred by relevant Acts of Parliamentelating to environmental issues.

To stand in for the Environmental Enforcement Team Leader in their absence, ensuring reactive work is allocated in a timely manner to all officers, responding to councillor enquiries & requests from the Head of Service, Regulatory Services.

Take a lead role in the reactive element in the work of the team, through investigation of complaints ensuring that they are executed in accordance with the council’s statutory duties under the provisions of the relevant legislation, including the investigation of any large-scale incidents.

To take the lead in any operation as detailed by the Environmental Enforcement Team Leader including the notification of target vehicles to KCC & liaison with relevant Kent Police sections.

The postholder will liaise with the Environment Agency, Police, Council solicitors, other Council departments & Local Authorities as required in combating environmental-related crime.

To act as mentor to any new member of the Environmental Enforcement Team, ensuring guidance, advice & correct information is provided.

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

Assist in specific joint operations with other sections & external agencies, as required, in order to carry out enforcement activities& provide reassurance to the community.

Undertake surveillance, when required, in accordance with Regulation of Investigatory Powers Act 2000 & Human Rights Act 1998.

Issue & serve notices including Fixed Penalty Notices, under relevant Environmental Statutes for example: Environmental Protection Act 1990, Environment Act 1995, Clean Neighbourhoods & Environment Act 2005, Town & Country Planning Act 1990, Anti-Social Behaviour Crime & Policing Act 2014.

Ensure all actions taken in the investigation of cases are properly recorded on the database & prepare timely & accurate reports for submission to other sections.

Assist the Street Scene Team, using tipper vehicles, as & when required in the initial recovery of evidence.

Prepare reports & statistical information on investigations carried out, prepare case files for prosecution& attend court to give evidence as required. Where required attend appeal hearings to represent Medway Council.

Contribute to marketing & promotional campaigns, events & exhibitions to increase awareness of the issues & development opportunities in the area. This will include administration of social media accounts & the potholder’s name & photograph being used in the promotion of the service.

Assist in the emergency planning role of Medway Council acting as an Incident Liaison Officer. As directed by the Tactical Officer. This can include working out of hours at short notice & will require the postholder to be suitably trained as a 4x4 driver & responsible for transporting key workers in severe weather.

To provide general support ensuring that the section is staffed during normal hours or appropriate cover is arranged.

Some evening & weekend work may be required.

Support the delivery of Frontline Services including proactive work across the service as required.>

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](https://www.medway.gov.uk/onemedwayplan) and embeds our [values and behaviours.](https://www.medway.gov.uk/info/200783/our_values_and_behaviours)

## **Accountabilities and outcomes:**

< To carry out & lead on the broad range of environmental enforcement functions.

Maintain an up to date knowledge of relevant legislation, guidance & good professional practice.

Enforce, educate & promote standards of best practice seeking compliance with legal requirements.

Develop positive links with local businesses & other key stakeholders in order to assist the economic development of the area by offering advice & assistance in understanding their statutory responsibilities & enforcing legislation in a proportionate, consistent, targeted & transparent manner.

Maintain accurate records of work performance using information technology systems & assist in the preparation of records on all aspects of the sections work.

To support partnership working with other council departments, Kent Police & other external agencies. Taking a lead role when required.

To support the delivery of the reactive environmental enforcement service including proactive & reactive work across the services as required, including the investigation of complaints, taking suitable enforcement action, attending court where necessary & attending events / meetings as required.

The postholder will undertake appropriate Emergency Planning duties as directed by Medway Council Tactical officer, which can include out of hours works at short notice & will require the postholder to be suitably trained as a 4x4 driver.

Br proactive & proficient in the use of social media to promote Medway Council’s priorities, activities & achievements.

The post does include occasional weekend / bank holiday / evening working to carry out investigative visits when required or as directed by the Environmental Enforcement Team Leader of Head of Regulatory Services.

The postholder may deal with some exposure to disagreeable, unpleasant or hazardous environmental working conditions such as working outside in all weathers, searching through waste or people related behaviour such as verbal abuse.>

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 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 <Environmental Enforcement 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:**

FIXED - The post holder will be permanently based at [Deangate Ridge], although they may be expected to work at any location across Medway.

# **Person specification**

All criteria at level A should be considered essential requirements.

## **Qualifications**

### Level A

Undergraduate qualification Level 5 Investigatory Skills or equivalent or commitment to undertake qualification.

Good overall standard of education, including A level or equivalent.

Full driving licence, with access to a vehicle for business use.

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

Studying for undergraduate qualification for investigation (Level 5 or equivalent).

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

Undergraduate qualification in Investigatory Skills (Level 5 or equivalent) with a commitment to undertake postgraduate qualification in Investigatory Skills (Level 7 or equivalent).

## **Knowledge**

### Level A

In depth knowledge, with 12 months experience, in an investigatory role.

Detailed knowledge of legislation & acts relevant to the role.

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

Full working knowledge, with at least 24 months experience at a level equivalent to 5A.

Excellent knowledge of legislation & acts relevant to the role.

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

Complex / broad knowledge of Environmental Enforcement, with at least 24 months experience, at a level equivalent to 5B.

Function knowledge base in key specialisms.

## **Experience**

### Level A

Previous experience in a Local Authority Environmental Enforcement role or similar, or an investigative role including other employment including experience of investigations, inspections & applications.

Small – medium scale investigation & case file compilation.

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

Capable of work across Environmental Enforcement, with 24 months experience at a level equivalent to level 5A.

As & when required lead on at least 1 strategic major specialist work area.

Can work across all Environmental Enforcement remits.

Budgetary responsibility for projects.

Undertaking investigation into large, complex incidents & compilation of relevant case files.

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

Experience of delivering strategic specialism & corporate projects.

Leading projects / work streams across all Environmental Enforcement remits.

Planning budgets & work in large projects.

## **Skills**

### Level A

Limited knowledge of a supervisory role, able to act as limited stand in, when Team Leader is absent.

Able to manage workload & work independently.

Excellent knowledge of IT & case management systems.

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

Full working knowledge of position & able to advise other tam members on any aspect of the role.

Partial knowledge of council systems including personnel & fault reporting.

Full mentoring of new employees.

Positive implementor of new ideas & corporate messages.

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

Able to act as stand in, in full, when Team leader is absent.

Exceptional time management skills.

Full understanding of council systems including Personnel & fault reporting.