

Community & Environmental Support Officer

At Kirklees we want to be innovative and creative in the way we work with partners and communities to deliver our services. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

The role is based within the Communities Service which will provide excellent links to Community Safety professionals, Community Engagement specialists, Elected Members and local people which will be vital to the delivery of the post.

The post contributes towards the delivery of the Kirklees Community Safety Partnership Plan which brings together partners and communities to tackle shared issues such as reducing crime / fear of crime, tackling anti-social behavior and protecting people from serious harm such as domestic abuse, child sexual exploitation and human trafficking.

The Greenspace Action Team is based in Economy & Infrastructure – Commercial, Regulatory and Operational Services [click here to find out more.](#)

The Job

The purpose of this role is to work with members of the public, partners and communities to understand and address community safety issues at the earliest opportunity, ideally by preventing them in the first place. You will provide a visible presence to deter, observe, report and act on community safety issues and to identify and provide information in support of environmental improvement work.

You will engage with communities to address community safety issues through reporting concerns but ideally supporting pride and ownership over their local area.

You will work as part of a team tackling personal, nuisance and environmental anti-social behaviour to improve the quality of life for all across Kirklees.

You will provide a high profile on-street presence to support national and local agendas to reduce anti-social behaviours. You will engage with individuals, groups and communities and undertake environmental improvement work.

Liaise with other Council services e.g. schools, outreach groups, community groups and other agencies throughout Kirklees e.g. the Police, Kirklees Neighbourhood Housing to help tackle anti-social behaviour, reducing the fear of crime, report and act upon environmental issues and promote community cohesion and local area improvements.

Your pattern of work will be flexible to provide responsive services.

Job Checklist

Undertake local environmental improvement work to reduce anti-social behaviour and to support strategies to sustain or improve the quality of environments. Gather evidence to support the Service to tackle environmental anti-social behaviour.

As an officer providing a visible on-street presence you will wear a Kirklees uniform and be issued with appropriate protective clothing.

Light maintenance work is undertaken including removal of graffiti, dealing with overhanging vegetation and removal of unlawful signage or littering and small scale on-street maintenance.

Accurate records are maintained and letters, reports and witness statements are produced as necessary to support the implementation of Council policy. Attend Court acting as a witness as appropriate.

Support promotional and publicity campaigns; this may include being a representative of the Service at relevant events and meetings.

Develop and maintain local links with colleagues from other Council Services, the voluntary sector and external agencies to achieve the aims of the Service.

Provide regular feedback in order to ensure the effective performance of the Service.

Working with a variety of people, engage and develop relationships quickly and challenge behaviour appropriately.

Please click [here](#) to see your responsibilities related to safeguarding.

The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

You will enjoy working in the outdoors and meeting a range of people from different backgrounds.

You will have the ability to carry out a wide range of practical tasks such as litter picking, basic Street scene maintenance duties and cleansing duties such as removing litter and fly tipping.

You will have a clear understanding of the high expectations of the Kirklees Partnership wanting to create an environment of living in a safe, clean and crime free environment.

You will have an eye for detail and will be able to spot the signs early, where things are not working so well in a community or neighbourhood and you will know where to report it. You're an excellent communicator and recognise the need to be the eyes and ears in our communities. You will have excellent communication skills with previous experience of multi-agency and partnership working to solve problems and achieve shared outcomes.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organisation.

This role is at level 1. To find out more about Council Behaviours and Expectations please click [here](#).

Person Checklist

- Experience of working in a public environment, with direct contact with customers and staff.
- Demonstrate the ability to organise and prioritise allocated tasks, work unaccompanied and with the minimum of supervision.
- An understanding of the issues affecting local communities and the ability to use this in engaging / supporting communities.
- Numeracy and literacy skills to be able to produce and maintain records and computer skills to produce accurate reports.
- Flexible approach to working arrangements and willingness to work evenings, weekends and Public Holidays.
- Ability to work outside in all weathers.
- The nature of this role requires you be physically fit, having the ability walk distances, bend and lift and undertake a medical examination and any other medical screening required.
- Hold a full driving licence in order to drive appropriate vehicles i.e. 4 x 4 or council van and have ability and flexibility to travel to various locations in order to carry out the duties of the job.
- Willing to undertake training and development as directed/necessary to help fulfil the job role.

This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Recruitment Purposes: In order to be shortlisted for this job please demonstrate in your application how you meet the Person Checklist.