Greenspace & Environment Enforcement Officer – Grade 6-7

Job purpose

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

You will work as part of a team undertaking environmental enforcement activities which focus on improving the street environment and actions to support Kirklees communities to be attractive and successful. You will provide a visible presence to tackle environmental anti-social behaviour, including engaging with individuals and communities to promote responsibility and environmental improvement, preparing and issues notices, investigating concerns and gathering evidence to support prosecution where necessary, and working with partners on shared objectives.

This role is based within Environment and Climate Change Find out more about working for Kirklees.

Key areas of responsibility

As a front line officer, you will wear a Kirklees uniform to provide a visible on-street presence and use enforcement tools to tackle environmental anti-social behaviour.

You will investigate complaints and undertaken enforce in compliance with appropriate legislation, council policy and expectations.

You will need to work in partnership with a variety of people and services to address anti-social behaviour, support campaigns and share intelligence to improve individual or community behaviours. This includes liaising with internal and external services, for example environmental health, the police or community specialists to ensure effective and responsive services, to act on anti-social behaviour concerns or support community cohesion. You will be expected to work with others to resolve problems and identify opportunities to improve behaviours. The intelligence you share will input to the Integrated Community Safety plan.

When investigating and compiling evidence for notices or enforcement prosecution you must ensure investigation principles are followed, such as compliance with PACE legislation. You will ensure data protection information security and confidentiality expectations are maintained. Occasionally you will attend court to support enforcement activity.

You will work across Kirklees, sometimes in designated areas but locations can vary frequently to meet service demands. Sometimes you will work on your own or part of a wider team.

You need to ensure a positive image is maintained in your interactions will members of the public.

Working outdoors in all weathers and walking for long periods will be physically demanding.

Detect, deter, and act on environmental anti-social behaviour.

Undertake enforcement activity to address fly tipping, waste on land/in gardens, reduce litter, trade waste issues, fly posting and dog offences.

Challenge behaviour and encourage environmental improvement through engaging and developing relationships quickly, providing guidance and warnings.

Enforce regulations through issuing fixed penalty notices, preparing, and serving notices, collating evidence, and preparing cases for legal action.

Investigate complaints, undertake inspections, monitoring, surveillance, searches for evidence, establishment of ownership, obtaining information from relevant sources. Obtain statements to support enforcement case preparation and prosecution.

Arrange for the removal of stray or dangerous dogs. Arrange for the removal, storage, or disposal of abandoned vehicles.

Ensure accurate records are maintained, produce letters, reports, statements, and prosecution files to support enforcement or to implement policy.

Attend court acting as a witness as appropriate.

Provide information to deter anti-social behaviour and to encourage community and individual responsibilities. Attend meetings with Community Groups, Schools and individuals and support promotional campaigns.

Liaise with other services, agencies and stakeholders as required. Communicate and share information with your team and provide support to less experienced staff on operational matters.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Understanding of environmental anti-social behaviour and how they relate to the activities of this job.	Essential
Understanding of issues affecting local communities and multi-agency partnership work agendas to promote successful communities.	Essential
Experience of working with members of the public and effectively communicating service matters.	Essential
Ability to deal with conflict situations appropriately and capable of being authoritative when necessary.	Essential
Literacy and computer skills to be able to use IT packages to produce accurate notes, reports and statements.	Essential
Ability to communicate effectively with people of all levels and have the confidence to address large groups of children/adults about environmental responsibilities.	Essential
Understands Health and Safety as it relates to the role and the measures which need to be put in place to work safely.	Essential
Ability to read and interpret maps and plans to establish evidence for casework or for travel plans.	Essential
Flexible approach to working arrangements and willingness to work evenings, weekends, and Public Holidays	Essential
Ability to work outside in all weathers	Essential
The nature of this role requires you be physically fit, having the ability, lift, bend, stretch and to walk for long periods. You will be required to undertake a medical examination and any other medical screening appropriate to occupational risk.	Essential
Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence, and it is expected that you will either use a council vehicle i.e., 4 x 4 or your own car.	Essential
Accepts an enhanced DBS check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential

Behaviours and expectations

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

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 1. Find out more about Council Behaviours and Expectations.

General information

See your responsibilities related to Safeguarding.
Able to work unsocial hours
Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.
DBS check at the appropriate level

This Job 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 Office Use Only:

Job Category	Parks & Greenspaces	Grading ID	13340 and 13341
Job ID	TBC	Last Updated	October 2021
Job Focus	No	Career Progression	Yes

Contractual Variants

DBS Category	Adults & Children	DBS Type	Enhanced
Health Check	Yes	Politically Restricted	No
24/7 working	No	Public Holidays	Yes
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		