

## Environment and Greenspace Enforcement Officer

**Grade 6 -7**

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 issuing notices, investigating concerns and gathering evidence to support prosecution where necessary, and working with partners on shared objectives.

This role is based within Economy and Infrastructure. Click [here](#) to find out more 

### The Job

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 undertake enforcement 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 with members of the public.

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

### Job Checklist

- 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.

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 have a good understanding of Streetscene services and activities involved to tackle environmental anti-social behaviour.

You are good at engaging with people and developing relationships. You know maintaining good relationships are just as important when working with individuals or communities to highlight or promote environmental improvement or when there is need to investigate or take enforcement action.

You are proud of your community and passionate about supporting all neighbourhoods to feel welcoming and to look attractive. You're confident enough to speak up in thoughtful ways when you identify problems and to work with others to promote responsibility.

You've got experience of analysing information and investigating issues to establish facts; these skills will help you to investigate and gather evidence for enforcement prosecution.

You enjoy working outdoors in all weathers and recognise that not all work environments will be pleasant. You understand the importance of being a positive representative of the council.

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](#). These will be tested throughout the selection process.

## Person Checklist

- Understanding of environmental anti-social behaviour and how they relate to the activities of this job.
- Understanding of issues affecting local communities and multi-agency partnership work agendas to promote successful communities.
- Experience of working with members of the public and effectively communicating service matters.
- Ability to deal with conflict situations appropriately and capable of being authoritative when necessary.
- Literacy and computer skills to be able to use IT packages to produce accurate notes, reports and statements.
- Ability to communicate effectively with people of all levels and have the confidence to address large groups of children/adults about environmental responsibilities.
- Understands Health and Safety as it relates to the role and the measures which need to be put in place to work safely.
- Ability to read and interpret maps and plans to establish evidence for casework or for travel plans.
- You must hold a full clean driving licence and be willing to undertake and pass a KMC driving test to using a council van to travel to sites.
- Must be willing and able to work evenings and weekends as required.
- The nature of this role requires you be physically fit, having the ability to lift, bend, stretch and walk for long periods. You will be required to undertake a medical examination or other medical screening appropriate to occupational risk.
- Commitment to undertaking training and ongoing development to fulfil the job role and work effectively in how you work with others
- Expects that an Enhanced DBS check will be required. Click [here](#) to read our Policy Statement on the Recruitment of ex-offenders

*Job ID 13340 & 13341. 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 Recruitment Purposes:** In order to be shortlisted for this job please demonstrate in your application how you meet the Person Checklist.