

Public Space Protection 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 enforcement activities across Kirklees, including our town centres with a focus on reducing Anti-Social Behaviour, improving the environment through enforcing Public Space Protection Orders (PSPOs) and littering offences. You will provide a visible presence to tackle anti-social behaviour, 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](#). Find out more about [working for Kirklees](#).

The Job

As a front line officer you will wear a Kirklees uniform to provide a visible presence and use enforcement tools to tackle anti-social behaviour. This includes offences under PSPO and related legislation such as, drinking offences, dog fouling, littering, BBQ usage in prohibited areas.

You will work across the complete Kirklees district, but involve a significant presence in the principal town centres. Other intelligence data will also inform deployment areas.

You will work closely with the Police and other stakeholders including internal and external partners to address anti-social behaviour, support campaigns and share intelligence to improve individual or community behaviours and support the council's ambitions.

Partnership working will also include elected members, town centre business, land owners and concerned groups and individuals as well as other stakeholders. You will need to be able to understand and act upon concerns raised in a balanced and proportionate way to achieve the best outcomes.

As the role will include direct interaction with the public, including those causing concern or committing offences, you will need to be able to display skills to positively challenge and support behaviour improvement, seek to avoid escalation and ensure you maintain a positive image in your interactions.

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

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

Job Checklist

- Detect, deter and act on anti-social behaviour.
- Undertake enforcement activity to address antisocial behaviour, breaches of PSPO's and environmental issues.
- Enforce regulations through issuing fixed penalty notices, preparing and serving notices, collating evidence and preparing cases for legal action.
- Investigating issues of concern in detail to establish the facts to support enforcement preparation and to bring a prosecution case to Court.
- Challenge inappropriate behaviour and encourage improvement through engagement, restorative practice and developing relationships quickly, providing guidance, support and warning.
- Maintain accurate records of activities, incidents and issues and follow-up actions both contemporaneously in a PACE note book and within other systems as required
- 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.

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 anti-social behaviour and street scene services and activities involved to tackle 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 the development of our town centres. 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

This role is at level 1. Please read our [Behaviours and Expectations](#).

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

Person Checklist

- Understanding of anti-social behaviour legislation and how they relate to the activities of this job.
- Understanding of issues affecting local communities and town centres and the role of multi-agency partnerships
- 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 use 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. Read our [Policy Statement on the Recruitment of ex-offenders](#)

Job ID 13340 & 13341 confirmed 06.08.2020. 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 considered for this role you will need to demonstrate the criteria outlined in the Person Checklist.