

# Community & Environmental Support Officer Grade 6

## Role Description

**To be read in conjunction with Community & Environmental Support Officer Job Profile which provides the full range of responsibilities across the function.**

Kirklees vision is to be a district that combines a strong, sustainable economy with a great quality of life - leading to thriving communities, growing businesses, high prosperity, and low inequality where people enjoy better health throughout their lives. Greenspace Action Team (GAT) has a direct impact on achieving this for businesses and residents, and this is clear for all to see within the tasks they embark upon.

The work we deliver showcases the pride our communities have across Kirklees and allows others to join us on the journey. We often accomplish the best outcomes when working collaboratively with other teams within the Council, working with Members and external partners such as the Police and housing associations.

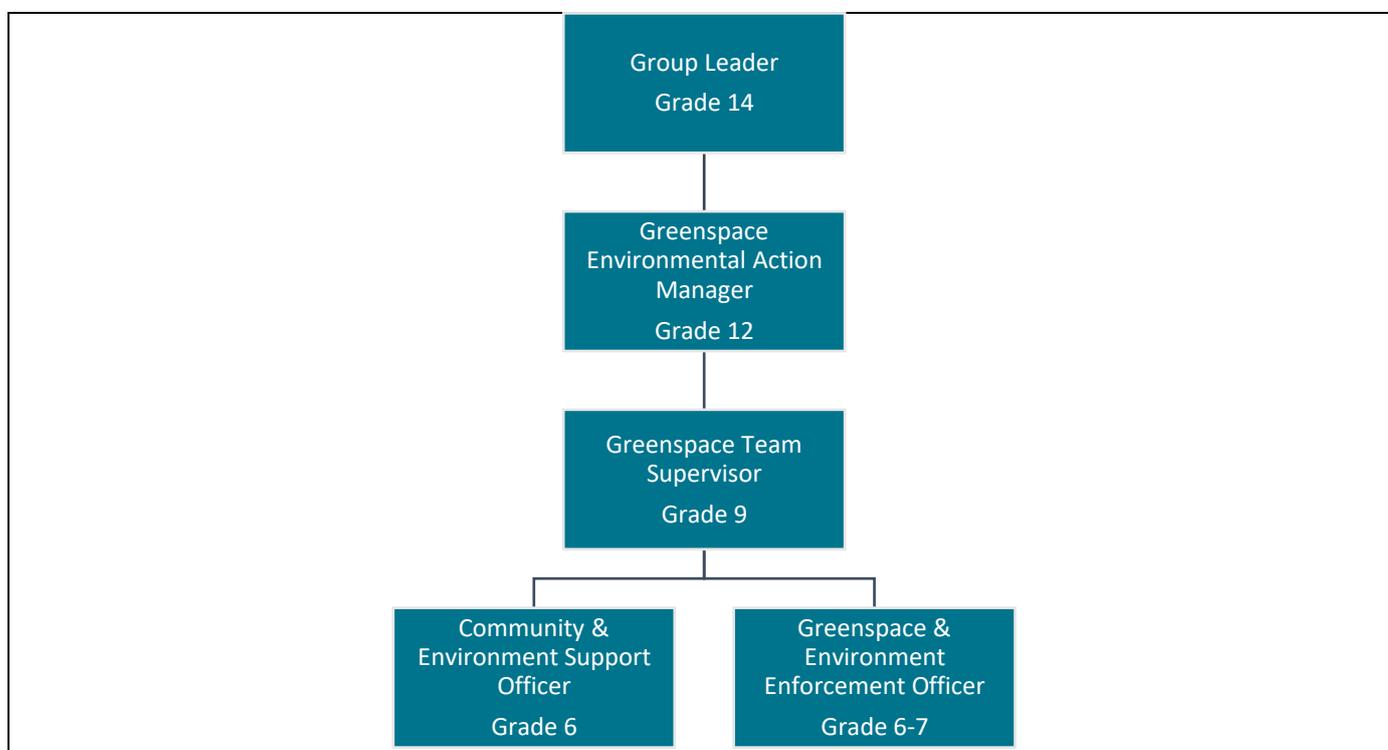
## Key areas of responsibility

Observe, report on defects, supply evidence and undertake environmental improvement activities such as:

- Grot spots – identifying and clearing, trying to get to root cause
- Litter picking, sometime with partners / voluntary groups / or linked to events
- Removal of low branches
- Removal of graffiti
- Emptying bins
- Trimming hedges with hand shears or small hedge/pruning.
- Filling grit bins and undertaking hand gritting in bad weather
- Painting
- Basic garden maintenance activities
- Highways reactive work – ‘immediate repair needs’ such as filling potholes, resetting kerbstones and gullies.
- Using a pressure washer e.g., to remove moss on pavements
- Signage and fly poster removal
- Using a range of tools
- Checking void / empty properties including town Centre premises to prevent / deter illegal activity
- Engaging with key agencies and other parts of the service to communicate intelligence and identify interventions. For example, liaising with enforcement, cleansing or community safety, Homes & Neighbourhoods, or the Police. Cross - service communication is essential.

- Delivering promotional literature to town centre businesses / business community or schools.
- Maintaining records, produce letters, reports, and witness statements
- Assist with traffic calming and crowd control in public events
- Taking 'first steps' intervention to address anti-social behaviour. Encounter emotional demands, difficult challenges due to the variety of the work and sometime unpleasant environments and people related behaviour
- Providing guidance to new or less experienced colleagues, volunteers, or friends of communities.
- Maintain Public Rights of Way.

## Position of job in organisational structure



## Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
As the focus will relate to Environmental Improvement it will be important for you to demonstrate your ability to carry out a wide range of physical tasks such as litter picking, cleaning, basic Streetscene activities such as removing fly tipping.	Essential
Experience of working in a public environment, with direct contact with customers and staff.	Essential
Demonstrate the ability to organise and prioritise allocated tasks, work unaccompanied and with the minimum of supervision.	Essential
An understanding of the issues affecting local communities and the ability to use this in engaging / supporting communities.	Essential



<b>Knowledge, qualifications, skills, and experience</b>	<b>Shortlisting criteria</b>
Numeracy and literacy skills to be able to produce and maintain records and computer skills to produce accurate reports.	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 and stretch and to walk distances and the ability to use powered hand tools which may require a medical examination and any other medical screening.	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

### For Office Use Only:

Job Category	Communities	Grading ID	13443
Job ID	80102205	Last Updated	October 2021
Job Focus	Yes	Career Progression	No

### Contractual Variants

DBS Category	No	DBS Type	No
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		