

JOB DESCRIPTION

JOB TITLE: Neighborhood Enforcement Officer (Environmental crime)

GRADE: 3
SECTION: Waste Enforcement Unit

JOB NO:
DIVISION: Street Scene

JOB PURPOSE

- Under the general direction of the appropriate Operations Manager to gather evidence; respond to requests for assistance; carry out compliance inspections at business premises; aimed at protecting and improving the environment and tackling environmental crime.

KEY DUTIES AND RESPONSIBILITIES OF THE ROLE

- To contribute to criminal investigations and progress active lines of enquiry in accordance with legal requirements, including The Criminal Procedures and Investigations Act, Police and Criminal Evidence Act, Regulation of Investigatory Powers Act and all associated legislation, guidance, policies and procedures.
- Making appropriate contributions to investigative tactical and strategic meetings and input into active lines of enquiry.
- Drafting witness statements in support of investigations and giving evidence in court, as required.
- Conducting searches for evidence and seizing relevant evidence, this may include searches of waste utilising provided Personal Protective Equipment.
- Reviewing intelligence and evidence obtained to assess its value and to identify reasonable lines of enquiry.
- Interpreting and analysing information in order to ask the right questions and present findings.
- To undertake inspections, statutory compliance visits and investigations into waste and allied environmental crime.
- Liaising with other council departments, law enforcement agencies, local authorities and others in order to develop enquiries and gather evidence.

- To comply with the Regulation & Enforcement Division's Enforcement Policy and supporting national regulatory codes of practice and statutory guidance.
- To undertake regular enforcement patrols, to target street-based waste offences. (This may necessitate the wearing of a suitable personal protective equipment, such as body armour /body camera and/or uniform, where appropriate) This may include being out in adverse weather conditions.
- To support education, engagement, awareness raising and media activities, as required in relation to specific projects, business sector compliance or residents/community group initiatives.
- To promote the council's aims and where appropriate, by working with other council departments, agencies and community/business partners.
- To gather, develop and record information and intelligence through a variety of channels and to manage this data in accordance with the council's data protection and retention policies and external information sharing agreements.
- To be responsible for maintaining relevant records, data and statistics using computer systems, where appropriate.
- To be responsible for the management of evidence, exhibits and responding to vetting of prospective prosecution cases, including assisting with ensuring all disclosure objectives are met for the preparation of evidential files.
- To attend meetings and other forums to provide briefings and updates to the public, partners and stakeholders, as required.
- To manage your professional development and to participate actively in internal and external training.
- To comply with the City Council's health and safety policies and to follow safe working practices and relevant risk assessments.
- To carry out such other duties commensurate with the grading of the post as may be allocated from time to time.

Observance of the City Council's Equal Opportunities Policy will be required

SUPERVISION RECEIVED

Supervising Officer: - GR5 Officer.

Level of supervision: - Left to work within established guidelines, subject to performance review supervision and monitored by supervising officer to ensure the meeting of defined objectives.

SUPERVISION GIVEN (Not applicable)

SPECIAL CONDITIONS

- This post requires a security check which will be undertaken during the pre-employment process – (Disclosure and Barring Service, *Basic Check* level)
- The postholder will be required to be suitably experienced and qualified to discharge all tasks and duties associated with the post.
- Able to drive a motor vehicle and the holder of a full UK driving license.
- Occasionally required to work outside of office hours and/or the councils standard flexible working arrangements, where there is a specific operational need. (For example taking witness statements).
- To work from any administrative centre in the City to meet the operational needs of the organisation. (The Waste Enforcement Unit has an operational base in the Edgbaston/B16 postcode area but travel to other council operating bases may sometimes be necessary. Subject to COVID-19 and/or other operational requirements, opportunities may exist for combined office & home working).
- Occasionally required to travel within the region.
- Candidates will be required to make an internal fraud declaration as part of the recruitment process. (Candidates who have been convicted of a fraud or dishonesty related offences may not be appointable. The same may also apply to candidates who have been dismissed or otherwise leave previous employment before being dismissed in connection with a substantive fraud or dishonesty related disciplinary matter).
- An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016.

BIRMINGHAM CITY COUNCIL

PERSON SPECIFICATION

Job Title: Neighbourhood Enforcement Officer – (Environmental crime)

Grade: GR3

Job Code:

Section: Waste Enforcement Unit

Division: Street Scene

Method of Assessment (M.O.A.)

AF = Application Form I = Interview T = Test P = Presentation C = Certificate

CRITERIA	ESSENTIAL	M.O.A
EXPERIENCE (Relevant work and other experience – <i>Experience: the knowledge or mastery of an activity or subject gained through involvement in or exposure to it</i>)	Knowledge and experience of taking enforcement action, relevant to the post or of supporting/conducting investigations.	AF/I
	Experience of prioritising workloads, including managing deadlines against competing demands and working at pace.	AF/I
	Experience of problem solving, developing ideas and being innovative in your approach.	AF/I
	Experience of drafting documents or reports to a high standard.	AF
	Demonstrating the ability to give evidence in court or to verbally present findings to a range of audiences.	AF
SKILLS AND ABILITIES (The demonstration of specific professional skills or knowledge and the aptitude or potential to perform to the required standard).	Able to work effectively on your own initiative and with colleagues to enable a team to reach objectives.	AF/I
	Good standard of verbal communication skills.	I
	Awareness of the legislative provisions, codes of practice and Guidance that direct investigations, including relevant elements of The Police and Criminal Evidence Act 1984 and The Criminal Procedure and Investigations Act 1996.	AF/I
	Able to work out of normal office hours.	AF AF

	Able to use computer systems to record information accurately. (Preferably proficient for <i>operational use</i> with Microsoft Office software, such as MS Word, Excel and PowerPoint).	
TRAINING	Willing to participate in relevant training and development. Able to demonstrate a commitment to maintaining continuing professional development.	AF AF
EDUCATION / QUALIFICATIONS	Advanced Professional Certificate in Investigative Practice (or other equivalent qualification), or a willingness to achieve this standard. Willingness to undertake further training and development as required by the role.	C/AF AF
OTHER	Able to drive and holder of a valid UK driving license.	AF

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S

EQUAL OPPORTUNITY POLICY