

JOB DESCRIPTION

JOB TITLE:	Enforcement Officer	JE NUMBER:
DIRECTORATE:	Health and Wellbeing	BAND: 7
RESPONSIBLE TO:	CSP Manager and Environmental Health Manager	
RESPONSIBLE FOR:	ASB enforcement and Hot Spot Patrols.	
MAIN PURPOSE OF POST:	To execute the Council's duties, powers and responsibilities in respect of Anti-social Behaviour and environmental protection, in order to protect and improve the local environment and to make improvements for the public within the Borough. There will be a requirement to carry out regular enforcement patrols across the Borough for both ASB and dog fouling.	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	To undertake patrols following complaints or reports of Anti-social Behaviour, breaches of Public Space Protection orders and begging in Chesterfield.
2.	To Patrol local Parks to assist with Dog fouling offences and ASB hot spots.
3.	To undertake joint patrols with the local Police and to take direct interventions, issue Community Protecting Warnings/Notices/Dispersals where applicable.
4.	Assist in the preparation of evidence files where prosecution of perpetrators of ASB and PSPO are appropriate.
5.	To provide a Witness statement and a Community Impact statement as required for any legal intervention.
6.	To work with partner agencies at all levels.
7.	To carry out duties always considering new Home Office Guidance/legislation relating to ASB.
8.	To use the Council recording system in relation to interventions and reports and customer complaints. (SALES FORCE)
9.	To work to local safeguarding protocols, provide guidance and positively engage and negotiate with individuals in adverse situations, to achieve positive behaviour changes, and to make appropriate referrals to support agencies.
10.	To infrequently attend court hearings and appeal hearings with a legal officer to give evidence.
11.	To carry out duties in line with the Derbyshire Information Sharing Protocol at all times.
12.	

GENERAL – To be aware of and implement the following:				
Equalities – The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.				
Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.				
Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.				
Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.				
Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.				
Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.				

SPECIAL FEATURES OF POST:				
Political Restriction	YES		NO	x
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES		NO	x
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES	x	NO	
You may be required to carry out those duties at your present workplace or at another council venue. Or Partner Venue.	YES	x	NO	

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Enforcement Officer	JE NUMBER:	
DIRECTORATE:	Health and Wellbeing	DATE:	July 2020

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
1.	Liaise as appropriate with key stakeholders.	Application Form, Interview
2.	To attend in-house or external training as required.	Application Form, Interview
3.	Work flexibly within the team to respond to service demands on a prioritisation basis.	Application Form, Interview
4.	Maintain computerised records relating to activities. (SALES FORCE)	Application Form, Interview
5.	Update records and identify matters which warrant further investigation.	Application Form, Interview
6.	Maintain an awareness of developments in relevant legislation and practices and advising on new initiatives.	Application Form, Interview
7.	To maintain accurate computer and written records of work undertaken, and to comply with all relevant policy and legal requirements including data protection laws.	Application Form, Interview
Essential		
•	Ability to communicate effectively	Application Form
•	Ability to produce timely and accurate records	Application Form
•	Effective in negotiation and conflict management	
•	- Ability to work on own initiative and as part of a team. Responsible, trustworthy and able to represent the Council positively (e.g. in court) - Skilled in carrying out effective and efficient enforcement and	

	patrols. Ability to prioritise workloads and work under pressure.	
Desirable		
•		
EXPERIENCE		
Essential		
•	Previous experience of regulatory functions and/or enforcement work.	Application Form Interview
•	Previous experience of giving advice, taking enquiries and investigating complaints	Application Form
•	Working with the public in confrontational situations. Operation of computer systems including Microsoft Office.	Interview
Desirable		
•	• Local Government procedures.	Application Form
•	• Knowledge of the Crime and Disorder ASB Legislation.	Interview
•	• Court experience and statement writing.	Application Form
QUALIFICATIONS		
Essential		
•	• Full current driving licence.	Qualification / Certificates
•	• NVQ Level 2 or equivalent qualifications/training in English and Maths.	Qualification / Certificates
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Desirable		
•	• Training on the Police and Criminal Evidence Act and other environmental legislation such as Anti-social Behavior Crime & Policing Act 2014.	Qualification / Certificates
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OTHER REQUIREMENTS		
Essential		

•	To display the council's values and behaviours when carrying out the job role	Application Form, Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview

COMPETENCY REQUIREMENT:

Seeing the Big Picture	Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value. For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.	Interview
Level: 1		
Changing and Improving	People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways. For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.	Interview
Level: 1		
Making Effective Decisions	Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care. For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while	Interview
Level: 1		

	minimising risk and balancing a range of considerations to provide sustainable outcomes.	
Leading & Communicating	At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm. It's about championing difference and external experience and supporting principles of fairness of opportunity for all. For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.	Interview
Level: 1		
Collaborating and Partnering	People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions. For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable	Interview
Level: 1		
Developing self and others	Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving. For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change	Interview
Level: 1		
Delivering Value for Money	Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available	Interview
Level: 1		
Managing a	Effectiveness in this area is about valuing and modelling	Interview

Quality Service	professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery. For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services	
Level: 1		
Delivering at Pace	Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly	Interview
Level: 1		