

CASTLE POINT BOROUGH COUNCIL
ENVIRONMENT SERVICES DEPARTMENT

JOB PROFILE

POST NO:	E&CS008 and E&CS009
<u>DESIGNATION:</u>	STREET SCENE ENFORCEMENT AND EDUCATION OFFICER
<u>GRADE:</u>	LOCAL SCALE POINTS 15-20
<u>RESPONSIBLE TO:</u>	STREET SCENE & CONTRACTS MANAGER
<u>LIAISON WITH:</u>	THE GENERAL PUBLIC AND OTHER AGENCIES, SERVICE MANAGERS, CONTRACTORS

PURPOSE OF JOB:

- To proactively undertake enforcement and education in relation to Environmental Crime, such as littering, dog fouling, fly tipping etc...
- To ensure the provision of high-quality services and customer care.
- To liaise with other agencies and Council Departments where required.

MAIN ACTIVITIES:

1. To contribute to achieving the Council's corporate objectives and priorities.
2. To undertake enforcement and education initiatives in respect of a broad range of environmental issues, including but not limited to:
 - Household Refuse and Recycling Collections;
 - The dumping and disposal of fly tipped waste and litter;

- Responsible dog ownership;
 - Abandoned Vehicles;
 - Fly Posting and Graffiti;
 - The disposal of Trade Waste; and
 - Any other offence for which a Fixed Penalty Notice or Penalty Charge Notice can be served.
3. To issue Fixed Penalty Notices, undertake interviews of those suspected of committing offences, prepare witness statements, Court Papers and attend court as necessary to discharge the Council's responsibilities having regard to the requirements of the Regulation of Investigatory Powers Act 2000, Police and Criminal Evidence Act 1984 and other relevant legislation.
 4. To undertake targeted patrols of known Environmental Crime Hot Spots and to be a general presence throughout the Borough.
 5. To liaise with the General Public and other agencies to resolve day to day enforcement and educational issues.
 6. To attend meetings as required.
 7. To ensure accurate and comprehensive records are kept and to provide statutory returns and report on performance as required.
 8. To keep abreast of all relevant and new legislation.
 9. To monitor contracted and in – house cleansing of public areas and Council owned services, and report issues as appropriate
 11. To proactively promote the work of the Environment Services Department.
 12. To be familiar with Equal Opportunities good practice and with the Council requirements for Diversity and to implement this in all aspects of working practice and promote it in the team and workplace.
 13. To undertake any other duties commensurate with the responsibilities of this post.