

## Role Profile

This section provides key information relating to the role

<b>Job Title:</b>	Environmental Crime Lead Officer		
<b>Post No:</b>	RP0138	<b>Grade:</b>	J
<b>Team:</b>	Regulatory Services	<b>Location:</b>	Campus East
<b>Responsible to:</b>	Environmental Health Manager		
<b>Responsible for:</b>	Street Wardens x 3		

### Overall job purpose:

The Environmental Crime Lead Officer is the senior professional officer within the team with responsibility for environmental enforcement, inclusive of public health regulation.

The role of the Environmental Crime Lead Officer is to assist the Environmental Health Manager in undertaking proactive and reactive enforcement in relation environmental crime, filthy and verminous properties negatively impacting on local amenity, illegal encampments, fly grazing, animal welfare, vehicle and related enforcement functions.

The Lead Officer has managerial responsibility for 3 street wardens and the delivery of the work programme.

To support the strategic development and delivery of the Environmental Health service.

To ensure that all service objectives, targets and service levels are understood, monitored and performed by all members of the team.

Work in collaboration with other services, and senior management to ensure that services are joined up appropriately and are aligned to the achievement of the Council's aims and objectives.

### Key areas of focus:

1. You will play a key role in ensuring that the law enforced by the team is complied with, issues are responded to as they arise, and that a safe and peaceful environment is maintained, providing a level playing field in which reputable and well controlled businesses can legitimately flourish.

The postholder will be required to attend community meetings or forums as necessary.

2.	<p>Demonstrate competency in taking formal action including prosecutions.</p> <p>Comprehensive experience in carrying out investigations of alleged incidents and requests for service.</p>
3.	<p>To implement the team objectives, ensuring that all determined targets and service levels are understood, monitored and performed by all members of the team.</p>
4.	<p>To take part in proactive community engagement for example attending resident liaison forums and public meetings to represent the work of the Team and the Council in an excellent light.</p>
5.	<p>To assist in the management of the Environmental Health service and in the formulation of policy, management of budgets and the development of service initiatives.</p>
6.	<p>Demonstrable track record of achieving outcomes across a range of Enforcement functions, specifically environmental crime functions.</p>
7.	<p>To lead on data gathering for Freedom of Information Act and Subject Access Request responses relating to team activity and support the Environmental Health Manager in responding to Environmental Information Regulations requests.</p>
8.	<p>Where necessary, be able to provide other teams and departments with legal advice relating to matters within the remit of the Environmental crime function.</p>
9.	<p>To ensure that enforcement issues are progressed even-handedly, fairly and transparently and that compliance with the Regulators Compliance Code principles and the Business Units enforcement policy is monitored and adhered to.</p> <p>To be responsible for and have the discretion to initiate investigations to detect and rectify serious breaches of a wide range of legislation. To interview witnesses, take statements, collect, prepare and collate evidence correctly, thoroughly, professionally and in accordance with Police and Criminal Evidence Act 1984 (PACE) and departmental procedures to prepare prosecution reports and to act as a witness in Court on behalf of the Council.</p>
10.	<p>To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.</p>
11.	<p>To assist with the development and implementation of positive strategies in enforcement and service provision.</p>
12.	<p>Assist with investigations by maintaining contact with customers, stakeholders, and others. Assist with the collection of evidence for legal proceedings to be taken by the Council.</p>
13.	<p>To comply with the Council's Health and Safety Policy and all guidance and instructions on safety matters. Maintain confidentiality of all computers and filing systems and comply with the Council's policies on data protection and information security.</p>

14.	To assist with the promotion of the service. To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and to assist with the training and development of others, including students. Ensure that officers have the necessary competencies to perform the tasks assigned to them.
15.	Take responsibility in the identification and reporting of safeguarding of vulnerable individuals, ensure appropriate safeguarding referrals are made.
16.	To manage the Enviro Crime contract.
17.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
18.	Any other duties that are commensurate with the level and grade of this post.

### Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
<b>Qualifications and experience</b>			
Educated to degree level in Environmental Health or other relevant subject, or substantial on the job training at a management level.	x		AP/IN
High level of knowledge and understanding of relevant service legislation and good practice.	x		AP/AS
Additional qualifications in management and or leadership.		x	AP
Experience of Contract Management	x		AP/AS/IN
<b>Knowledge</b>			
Experience of management within an Environmental Health team or equivalent, including undertaking 121's and annual appraisals.		x	AP/IN
Knowledge and experience of criminal and civil procedures and investigatory powers with the ability to apply these to the work of the team	x		AP/AS/IN

Preferably good knowledge of finances and sound budget management in order to manage the service within the budget limits.		x	AP/IN
<b>Skills and abilities</b>			
Experience of analysing, reporting and presenting data.	x		AP/AS/IN
Good written, spoken and listening communication skills. Ability to keep accurate and appropriate notes and records.	x		AS/IN
The ability to communicate effectively (both verbally and in writing) with all sections of the public, peers and business community.	x		AP/AS/IN
Confident in liaising with Council managers, Councillors, and staff from outside organisations.	x		AS/IN
Ability to persuade and influence individuals to gain their co-operation and compliance, including using tact and professionalism to diffuse confrontational situations.	x		AS/IN
Ability to manage own workload and meet statutory deadlines, often requiring rapid re-prioritisation of workload with an understanding of legal processes governing enforcement work	x		AP/IN
Ability to exercise judgment, sensitivity and discretion to develop and manage stakeholder relationships and assigned cases.	x		AS/IN
Supervisory/management skills to manage and motivate a team in order to achieve performance targets.	x		AP/IN
High level of resilience and ability to remain composed under pressure.	x		IN
<b>Other attributes</b>			
Willingness and ability to attend and give evidence at Council Committees and Court and to work alone or as part of a team maintaining accuracy and attention to detail throughout daily work	x		IN
To hold a full driving licence valid in UK and have access to a motor vehicle	x		AP/IN

Working knowledge of MS packages	x		AP/IN
Work outside of normal office hours, for example visits and Committee Meetings.	x		AP/IN
Able to understand and have a commitment to relevant Council Diversity and Equality policies.	x		IN

**Assessment Criteria:**  
**(AP) Application, (AS) Assessment, (IN) Interview**

### Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

<b>Collaborative</b>	<b>Open</b>	<b>Responsible</b>	<b>Excellent</b>
We <b>work</b> together to get things done	We <b>behave</b> with integrity & fairness	We <b>take</b> responsibility for our actions and decisions	We <b>perform</b> at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.