

## Job Description and Person Specification

<b>Job title:</b>	Waste Officer (Enforcement)
<b>Directorate:</b>	Place
<b>Service:</b>	Environment
<b>Team:</b>	Waste Management
<b>Post number:</b>	05461
<b>Salary grade:</b>	G
<b>Work location:</b>	Council Offices, Market Street, Newbury
<b>Reports to:</b>	Principal Waste Officer (management)
<b>Supervises:</b>	N/A

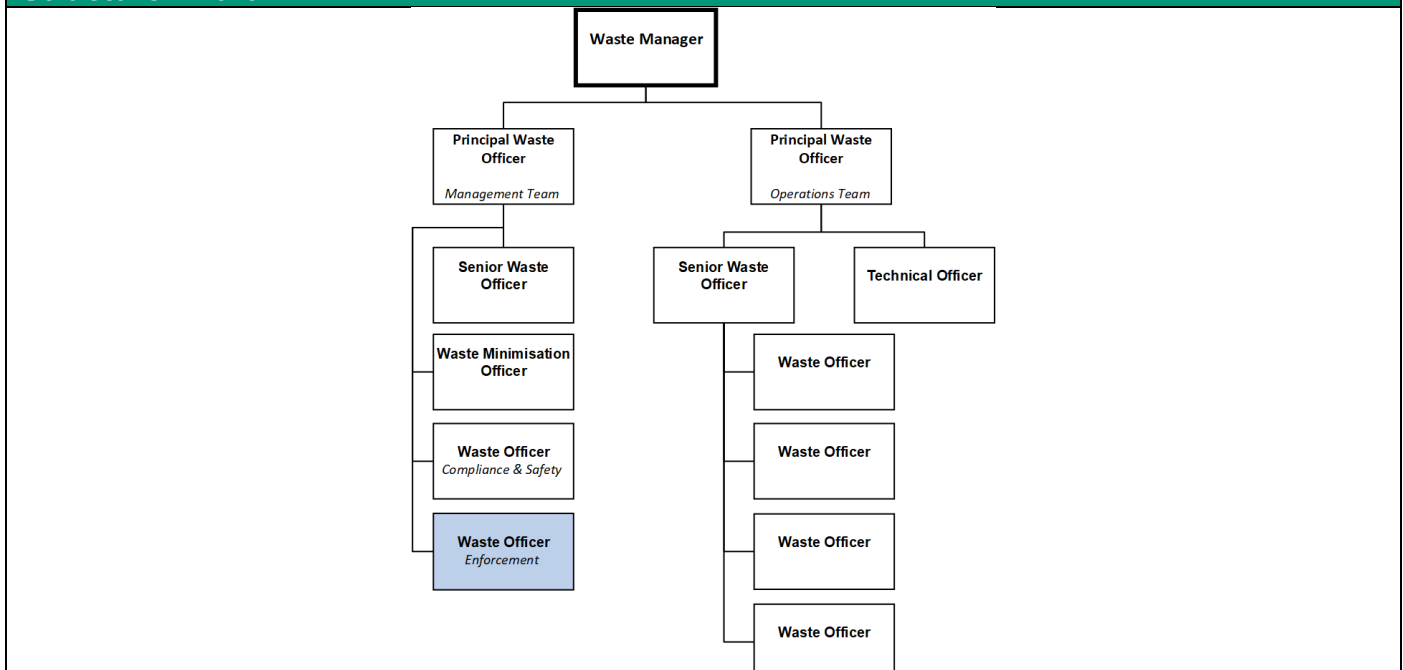
### Job Purpose

To help achieve the goals set out in the Council's Waste Strategy and relevant environmental policies. These goals include protecting the environment and promoting awareness of environmental and waste management issues to the community, with the aim of reducing fly tipping and littering within the district and improving resource efficiency.

To provide specialist knowledge into investigation and enforcement of waste related crimes with a thorough understanding and application of relevant laws and current investigation processes.

To contribute to the protection and sustainable management of the natural environment of West Berkshire.

### Structure Chart



## Main Duties and Responsibilities

- To carry out and lead on investigations into the illegal deposit of waste on public and private land within West Berkshire including gathering evidence, compiling case files, attending court, issuing statutory notices and fixed penalty notices in accordance with relevant legislation, Council policies and procedures.
- To manage the deployment and use of surveillance equipment to monitor, detect, deter and prosecute fly-tipping and littering offences within the district.
- Develop, implement and review procedures in line with Regulation and Investigatory Powers Act (RIPA) 2000 and the Police and Criminal Evidence (PACE) Act 1984.
- To develop and maintain an effective working relationship with the contractor, internal departments and external agencies. Attend internal meetings and arrange meetings with external agencies to resolve any service issues.
- To use relevant systems to prioritise and manage your own workload and responses, as well as for capturing data for Key Performance Indicator (KPI) and statutory reporting.
- To keep timely and accurate paper based and computer records.
- To effectively respond either verbally, or in writing, to waste service enquiries, requests for service and complaints, received from members of the public, councillors, internal departments, and external agencies including utility companies, developers and local housing associations.
- To undertake regular monitoring inspections of the contractor's work in order to ensure it meets the agreed contract specifications and take action where required to ensure compliance with relevant legislation, Key Performance Indicators (KPIs) and codes of practice.
- To be involved in waste minimisation and recycling initiatives, promoting awareness of environmental and waste management issues to the community.
- To contribute to the continuous improvement of the quality of waste services delivery.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

## Scope (impact on/control of resources, people, money etc)

The role has no direct staff or budget responsibility, but the post holder will:

- influence how resources are allocated via recommendations to their line manager.

- provide guidance and support to residents, colleagues and external agencies on resource and waste management issues.
- assist with monitoring the Council's Integrated Waste Management Contract, ensuring that work is delivered to specification

Person Specification	Essential/ Desirable	Internal Use Only
<b>Qualifications</b>		
GCSE grade C or 4 or above (or equivalent) in English and Maths	E	
A waste enforcement qualification or a minimum of 1 year's relevant experience in a related field.	E	
An environmental-related qualification or sound understanding of the key issues relating to resource and waste management.	D	
<b>Experience</b>		
Experience resolving disputes and challenging situations showing empathy and active listening techniques to de-escalate potentially challenging situations.	E	
Significant experience of working in a fast-moving customer focused environment.	E	
Compiling accurate and relevant data and information for key performance indicators	E	
Experience of enforcement tasks, including gathering evidence, conducting witness/suspect interviews in accordance with PACE (Police and Criminal Evidence Act 1984), compiling case files and issuing fixed penalty notices.	E	
An understanding or experience of raising public awareness on environmental-related or waste management issues.	D	
Experience of installing and monitoring surveillance equipment.	D	
<b>Knowledge and understanding</b>		
Sound knowledge and understanding of relevant environmental legislation, such as the Environmental Protection Act 1990.	E	
Working knowledge and understanding of the Police and Criminal Evidence Act 1984 and Regulation of Investigatory Powers Act 2000.	E	
Suitable knowledge of the West Berkshire area.	D	
Knowledge of data gathering and privacy legislation, and regulation around the use of CCTV surveillance equipment e.g. RIPA (Regulation of Investigatory Powers Act 2000).	D	
The local government environment	D	
<b>Skills and abilities</b>		
Ability to use Outlook, and a web browser to access appropriate information.	E	
Ability to use Microsoft Office (Word, Excel, PowerPoint etc.)	E	
Able to resolve disputes and challenging situations showing empathy and active listening techniques to de-escalate potentially challenging situations.	E	

Able to effectively organise and prioritise complex workloads, plan travel routes, use own initiative and work effectively with minimal supervision	E	
Ability to follow processes and contribute to the continual improvement of the service.	E	
Excellent communication and interpersonal skills. Confident and enjoys meeting and dealing with a wide variety of people.	E	
Ability to make effective relationships both within the council and with external groups or organisations.	E	
Ability to interpret contract specification and legislation	E	
Ability to interpret complex data to produce reports, plans and recommendations	E	
<b>Work-related personal qualities</b>		
Able to adapt and be flexible in approach to work.	E	
An effective team player.	E	
Personal resilience and resources to deal with pressure.	E	
Confident in delivering presentations and working with other officers at events.	D	
<b>Other work-related requirements</b>		
Full Car Driving Licence and at least 1 year's driving experience with access to a vehicle for work use, insured for business use.	E	
Able to travel extensively throughout the district and complete site inspections/meetings in a range of different locations/environments.	E	
Enhanced DBS check with relevant barred list/s	No	
Is this post politically restricted?	No	
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	E	