

## Job Description and Person Specification

<b>Job title:</b>	Enforcement Officer
<b>Directorate:</b>	Environment
<b>Service:</b>	Public Protection and Culture
<b>Team:</b>	Compliance and Enforcement
<b>Post number:</b>	
<b>Salary grade:</b>	Grade EG
<b>Work location:</b>	Theale
<b>Reports to:</b>	Senior Officer
<b>Supervises:</b>	N/A

### Job Purpose

To carry out specialised functions in any one or more of the areas covered in the principal responsibilities.

### Structure Chart

The post is part of the a multi-disciplinary network of officers working across the Public Protection Partnership (PPP) geographical areas of Bracknell Forest, Wokingham and West Berkshire Council's. The post holder reports directly to a senior officer within the team allocated.

### Main Duties and Responsibilities

In addition the post holder should

- 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.

The following duties and responsibilities are dependent on the destination of the post holder within the PPP structure.

1. Carry out inspections of all types of premises, land and undertakings. Particular emphasis will be on regulatory controls across the functional areas delivered by the PPP.
2. Respond to service requests and formal notifications in both an advisory capacity as well as by investigation, inspection, interviews and all other appropriate methods of information and evidence gathering.
3. Assist in the preparation of sampling schemes, the collection of samples, the recording of results and maintaining databases.
4. Actively contribute to the effectiveness of the Environmental Health and Licensing Department by team participation and the development of procedures and standards.

## Main Duties and Responsibilities

5. Communicate effectively and appropriately with clients, colleagues and external agencies.
6. Maintain both paper and computer based records.
7. Maintain equipment and consumables including delivery and collecting from site.
8. Assist in undertaking work of a promotional or educative nature including assisting in the running of courses and presentations.
9. Assist in the supervision of external contractors including site inspections.
10. Provide expertise and technical guidance in the processing of disabled facilities grants and flexible home loans.
11. The post holder may be required, occasionally, to carry out duties at unsociable hours for which either separate payment or time off in-lieu will be paid. This will be at the discretion of the service.
12. To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
13. To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the WBC Health and Safety policy and any service-specific procedures / rules that apply to this role.

The topics covered by this department include (not exclusively): Fair trading, climate protection, neighbourhood disputes, anti-social behavior, drainage, pest control, private sector housing, private water supplies, filthy and verminous premises, food complaints, planning consultations, air pollution, contaminated land, public health nuisances, licensing of taxi operators, under age sales and entertainment licenses.

- a) The post holder will influence how resources are allocated based on their investigative work, recommendations to their line manager and any enforcement work they may carry out.
- b) There will be opportunities to take on lead roles within specialised projects based on knowledge and expertise.

Senior designation for this post will reflect the level of qualifications and/or experience. There will also be evidence of continued good performance, acquisition of additional pertinent training and excellent team contribution. There are no direct budgetary or resource responsibilities with this post.

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

The post holder has no budgetary responsibility but has control of equipment and resources.

**Person Specification**

<b>Qualifications</b>	<b>Essential/ Desirable</b>
Specialist qualification at level 5 or above in related field e.g. environmental health, housing, planning, fair trading, licensing, policing or development control.	E
<b>Experience</b>	
Experience of working in a fast-moving customer focused environment	E
Previous experience in a related field e.g. environmental health, housing, planning, fair trading, policing or development control.	D
Experience in supervision and/or team leading or management qualification	D
<b>Knowledge and understanding</b>	
Ability to write concise and accurate reports	E
Ability to pay high level of attention to detail.	E
Ability to gather basic criminal evidence.	D
Previous experience of having given evidence in court or similar environment.	D
<b>Skills and abilities</b>	
Ability to use Outlook, and a web browser to access information	E
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E
Strong verbal communication skills.	E
Ability to act assertively, with authority, knowing when to be empathic and a good listener.	E
<b>Work-related personal qualities</b>	
Must be highly self organised and able to meet tight deadlines.	E
Must be able to balance a number of tasks at any one time and be able to prioritise.	E
Works well under pressure.	E
Confident in delivering presentations and working with other officers at events.	D
<b>Other work-related requirements</b>	
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
Enhanced DBS check with relevant barred list/s	No
Able to meet out of hours and unsociable working hours requirements of the post.	E
Possession of full driving license and access to a vehicle for work.	E
Able to fully participate in site visits including site walks, premises inspections, and carrying inspection equipment.	E