

Job Description

Job Title: Enforcement Officer

POSCODE: CCC0466

Grade: P1

Overall purpose of the job

To ensure infringements of the law in relation to the maintenance, management and improvement of the county's infrastructure network (rights of way, highways, bridges) are resolved through the application of specialist knowledge and skills; the co-operation and influencing of partners, and the informing and development of strategy, policy and working practices in the wider corporate and public interest.

To support the Council in its enforcement activities.

To support the Area Maintenance Manager and other managers within P&E in delivering the Council and Directorate's objectives through joined-up service planning, community engagement and the flexible use of resources.

Main accountabilities

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1.	<p>Investigation and Evaluation</p> <p>To initiate investigations (including land registry and requisition searches), site inspections, and gathering evidence with respect to breaches of relevant legislation, including Council policies.</p> <p>This will include collaborative working with other agencies, interviewing relevant persons, taking statements and putting together case files in accordance with appropriate legislation in conjunction with the Council's legal advisors and colleagues.</p> <p>Findings will be analysed and assessed in order to identify and recommend further action.</p>
2.	<p>Enforcement</p> <p>To carry out enforcement action on behalf of the Council in relation to its landholding and highways and transport portfolio duties and responsibilities, seeking approval through the relevant Head of Service / Service Director where required.</p> <p>Activities will include working in collaboration with landowners; external agencies and council departments; negotiations with enforces and serving notices for enforcement and /or eviction and seeing these through prosecution as necessary.</p>
3.	<p>Unauthorised encampments</p>

	To work across departments to support in the management of specific issues relating to the management and removal of unauthorised encampments in line with the relevant legislation, Council's Policies and procedures.
4.	<p>Inter-agency liaison and partnership working</p> <p>Liaise with colleagues across the directorate and the Council to ensure the service is delivered in the most efficient, effective and co-ordinated manner.</p> <p>To liaise with partners to develop a collective approach to enforcement through strategies that combat and prevent infringements of the law, identifying appropriate deterrents and networks to support and inform enforcement and regulation activities</p>
5.	<p>Public relations and communications</p> <p>To identify issues and work with the press office, local press and community representatives to ensure the public are properly informed of the relevant facts relating to enforcement activities.</p> <p>Contribution to public meetings, seminars or conferences is required in order to improve understanding, awareness and compliance.</p> <p>Empowerment and education of communities and management of public expectations is required in order to achieve successful outcomes from enforcement.</p>
6.	<p>Strategy and Policy Development</p> <p>To contribute to the development of Council strategy, policy and working practices in relation to enforcement work and associated matters in order to ensure effective joint working, efficient use of resources and compliance within the wider legislative agenda.</p>
7.	<p>Other Duties</p> <p>To act as witness in support of other officers' casework.</p> <p>To implement training and development of colleagues as required.</p> <p>To ensure compliance and demonstrate good practise in relation to the Data Protection Act.</p> <p>To provide a rapid response to corporate issues, out of hours if necessary.</p>
8.	<p>Equal Opportunities</p> <p>Demonstrate an awareness and understanding of equality, diversity and inclusion.</p>

The Place and Economy directorate has a flexible structure to cope with varying workload pressures and the post holder may be required to undertake work in support of other offices.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

<i>Qualifications Required</i>	Subject	Essential/ Desirable
Educated to at least GCSE Level, including English		Essential
Relevant Professional knowledge	Fully trained in and a good working knowledge of Police and Criminal Evidence Act	Essential
Relevant Professional qualification	Fully trained in and a good working knowledge of RIPA and HRA	Desirable
Relevant membership	Membership of a relevant professional institute	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Legislation and Law	Knowledge of the relevant legislation regarding the gathering, management and security of evidence relating to prosecutions	Essential
	Knowledge of relevant legislation regarding public rights of way, countryside access and highways	Desirable
Local authority responsibilities	Knowledge of local authority responsibility regarding management of access and the rural environment	Desirable
Skills		
Working together	Strong commitment to public services and local democracy	Essential

Communication skills	Ability to deal with difficult, aggressive or other anti-social behaviour in a calm, diplomatic and safe manner	Essential
	Ability to work with challenging groups in society	Essential
	Ability to work under own initiative and with minimum supervision	Essential
	Ability to appropriately assess/analyse a situation and to develop creative but practical solutions.	Essential
	Ability to write reports which may be used as evidence in court	Essential
	A flexible and adaptive range of communication (written & verbal) skills	Essential
	Comprehensive IT skills	Essential
	Ability to develop, work and take a leading role in partnerships	Essential
	Confident and credible public speaker	Essential
Experience		
	Experience of gathering evidence, carrying out site inspections and documenting evidence for potential prosecutions	Essential
	Experience of dealing with rural communities, land managers and their issues	Essential
	Experience of working with/for the police, Environment Agency or other relevant enforcement organisations	Essential
	Experience of providing support and advice to other organisations to help them carry out their role effectively e.g. District Councils	Essential
	Experience of court procedure and giving evidence in court	Essential
	Experience of developing strategies and policies	Essential

	Experience of working with the travelling community	Desirable
	Experience of co-ordinating the work of different groups	Desirable
	Experience of policy and strategy development within local government	Desirable
Additional		
	Have the ability to travel around the County in pursuit of evidence, often in remote and off-road locations	Essential
	Willing to work unsocial hours, (evenings, night-time, Bank Holidays and weekends) if required by prior arrangement	Essential
	Have the ability for outdoor investigative work	Essential
	Be prepared to work out-doors in inclement weather	Essential
	Be prepared to undertake covert surveillance if required on own or with other relevant officers	Essential
	Be able to respond at short notice to incidents that arise	Essential
Equality, Diversity and Inclusion	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
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