

Northumberland County Council  
**JOB DESCRIPTION**

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| <b>Post Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Environmental Enforcement Officer | <b>Director/Service/Sector :</b> Local Services, Highways & Neighbourhood Services                                                                                                                                                                                                       |                       | <b>Office Use</b>                       |
| <b>Band:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 7                                 | <b>Workplace:</b> Area based                                                                                                                                                                                                                                                             |                       | <b>JE ref: 4519</b><br><b>HRMS ref:</b> |
| <b>Responsible to:</b> Environmental Maintenance Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                   | <b>Date:</b> 12 Feb 2025                                                                                                                                                                                                                                                                 | <b>Manager Level:</b> |                                         |
| <b>Job Purpose:</b> To undertake the enforcement of environmental law including The Environmental Act 1995, Anti-social & Policing Act 2014 and Regulation of Investigative Powers Act 2000, Neat & Highways Cleaner Neighbourhoods and Environmental Protection Act1990, Disposal of Vehicles Regulations 1986 identifying and investigating all incidents of Environmental related crime and ensuring a fair, high-quality service in connection with fly-tipping, waste duty of care, accumulations of waste, fly posting, abandoned vehicle, litter, dog fouling and graffiti offences. To issue warnings and fixed penalty notices. To gather evidence, formally interview alleged offenders in accordance with PACE, to take statements, prepare prosecution files, present evidence at Magistrates, Civil and Crown Courts, act as a witness liaison officer as required. To gather electronic evidence (CCTV) and lawfully record, exhibit and present such evidence in prosecution proceedings. To publicise, promote and educate the general public and local business, in environmental matters, to improve the local environmental quality across the County and ensure necessary remedial actions, are promptly reported to operational management for actioning, or, where possible, immediate re-instatement is actioned. To undertake a problem-solving approach when faced with persistent offending, conducting environmental scans and introducing target hardening measures to prevent and deter offending.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                   |                                                                                                                                                                                                                                                                                          |                       |                                         |
| <b>Resources</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Staff                             | Responsible for some self-allocation of work, liaison with and coordination and management of resources through others.                                                                                                                                                                  |                       |                                         |
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| <b>Duties and key result areas:</b><br><br><div><div><div>1. To ensure that levels of investigation and enforcement are carried out to a high standard, that a professional, quality and high service level are paramount and in line with rules of evidence of the Police and Criminal Evidence Act 1984, the Regulation of Investigatory Powers Act 2000, Criminal procedure and Investigations Act 1996. To attend Court as a witness on behalf of the Council when required. To introduce, implement, fully develop and enforce any new National or Regional legislation and policies. Identifying all incidents of environmental related crime (Previously point 4)</div><div>2. Co-ordination and enforcement Cleaner Neighbourhoods Act 2005, Environmental Protection Act 1990, Anti-social Crime and Policing Act 2014, The Environmental Act 1995, Regulation of Investigative Powers act 2000, Police and Criminal Evidence Act 2014, Removal and Disposal of Vehicles Regulations 1986, Criminal Procedures and Investigations Act 1996 and other associated legislation. (previously point 1)</div><div>3. Investigate complaints and enquiries associated with environmental issues and to ensure their successful resolution, including being responsible for all forms of communication with internal and external bodies and customers. (Previously point 7)</div><div>4. To ensure a professional, consistent, fair and targeted approach toward offenders. To ensure a professional, consistent and fair high quality of service orientated toward customers in line with Councils aims and objectives. (Previously part point1)</div><div>5. To ensure that individual, team unit, corporate performance targets and local performance indicators are met with a service orientated toward crime prevention, crime detection, targeting and prosecution of offenders.</div><div>6. Represent the interests of NCC, Highways, Public Protection and Neighbourhood Services at public meetings, District and Parish Council meetings, Town Council meetings as required. Correspond with and deal with enquires and issues raised by MP’s and their offices. (Previously point 2)</div><div>7. Correspond, cooperate with and assist Communication Department to publicise environmental issues, targeted action plans and successful prosecutions.</div><div>8. To identify suitable locations and coordinate the installation of CCTV cameras in accordance with RIPA and gather, store and present evidence as required.</div></div><div><div>9. Day to day use of IT systems including specialist software as required including evidence recovery and storage in line with obligations under Data Protection Act and RIPA 2000. Use of Microsoft suite for writing reports, correspondence, casefile preparation, spreadsheets, performance and financial monitoring. Also undertake Research and prepare presentations at required.</div><div>10. To liaise with elected members, parish councils, resident groups, public and other customers by email, telephone, correspondence and in person in accordance with the council’s policy for customer care.</div><div>11. Provide general assistance to the Senior Team Leaders and Area management.</div><div>12. To comply with the council’s Comprehensive Equaility Policy and to ensure its operation within the context of the post, to include either or both service delivery or employees' issues.</div><div>13. Promote and maintain procedures and safe systems of working to comply with health and Safety and employment legislation, including the CDM regulations</div><div>14. Contribute to the development and maintenance of Place group quality, environmental and Health and safety systems. Embrace the concept of customer care and IIP in all activities.</div><div>15. Continued professional development to ensure a current knowledge and application of relevant legislation with the ability to review and revise practices to ensure compliance with statutory obligations</div></div></div> <div>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</div> |                                   |                                                                                                                                                                                                                                                                                          |                       |                                         |
| <b>Work Arrangements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                   |                                                                                                                                                                                                                                                                                          |                       |                                         |
| Transport requirements:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                   | Travel to operational sites on a daily basis throughout the county with occasional visits to area offices and training premises further afield, van and operational equipment supplied                                                                                                   |                       |                                         |
| Working patterns:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                   | Normal office hours                                                                                                                                                                                                                                                                      |                       |                                         |
| Working conditions:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                   | Site visits at all times of the year in all weather conditions. Lone working on highway or further afield most of the time, need concentration and awareness to ensure own and others safety when working on the highway                                                                 |                       |                                         |

Northumberland County Council  
**PERSON SPECIFICATION**

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| <b>Post Title:</b> Environmental Enforcement Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Director/Service/Sector :</b> Local Services, Highways & Neighbourhood Services                                                                                                                                                                      | <b>Ref:</b>      |
| <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Desirable</b>                                                                                                                                                                                                                                        | <b>Assess by</b> |
| <b>Knowledge and Qualifications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                         |                  |
| <ul style="list-style-type: none"> <li>• Good level of general education in a technical subject to HNC, NVQ Level 3 or equivalent, or extensive knowledge of Criminal Justice system and investigative techniques and practices.</li> <li>• Extensive knowledge of P.A.C.E. and Environmental Protection Legislation and enforcement legislation</li> <li>• Knowledge of H&amp;S requirements when working on the highway, other operational sites and when operating equipment</li> <li>• Knowledge of H&amp;S requirements when lone working and dealing with confrontation</li> <li>• Knowledge of Conflict Resolution model</li> <li>• Must possess current driving licence.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• Knowledge of good management practice</li> <li>• Self-defence trained</li> <li>• Knowledge of RIPA 2000</li> </ul>                                                                                             |                  |
| <b>Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                         |                  |
| <ul style="list-style-type: none"> <li>• Recent experience of dealing with enquiries from the public and clients, sometimes of a contentious nature</li> <li>• Experience of undertaking research of legislation and policies, interpretation of findings and application to an investigation with the appropriate recording of decision making, actions and any outcomes.</li> <li>• Recent experience of PACE interviewing using PEACE model</li> <li>• Recent experience in recovery, recording, storage and presentation of exhibits</li> <li>• Effective working with members, senior officers and support staff</li> <li>• Experience of dealing with both internal and external agencies</li> <li>• Experience of working with Microsoft Office IT solutions</li> <li>• Experience of working with specialist IT solutions including databases and hand held data recording equipment</li> </ul>                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• Recent experience working within Criminal Justice system including preparation of prosecution files.</li> <li>• Recent experience of dealing with professionals within the Criminal Justice process</li> </ul> |                  |
| <b>Skills and competencies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                         |                  |
| <ul style="list-style-type: none"> <li>• Excellent communication skills to deal with a wide range of customers frequently under conflict situations,. Have the ability to negotiate and persuade others to an alternate view</li> <li>• Effective IT skills and ability to understand the use of ITC to achieve work objectives.</li> <li>• Objective and rational approach to problem solving with an ability to make reasonable and balanced decision whilst on site, lone working and at meetings. Have the ability to take initiative to overcome operational issues and problem solve</li> <li>• The ability to prepare clear and objective reports</li> <li>• Good interpersonal skills with the ability to lead working groups</li> <li>• Self- motivated, adaptable and resourceful</li> <li>• Effective planning and organisational skills with an ability to work with minimal supervision</li> <li>• Suitable dexterity to operate equipment for data and image recording</li> </ul>                                                                                                            | <ul style="list-style-type: none"> <li>• Recent experience in lawfully siting CCTV cameras, operation of CCTV cameras and retrieval and storage of evidence.</li> </ul>                                                                                 |                  |
| <b>Physical, mental and emotional demands</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                         |                  |
| <ul style="list-style-type: none"> <li>• Long periods of driving throughout the County in all weathers whilst identifying defects requiring enhanced periods of sensory attention</li> <li>• Personality, conduct and credibility to engage and command confidence in managers, staff, public and private service users</li> <li>• Ability to work in unpleasant outdoor environments on a regular basis lift heavy items on a frequent basis and frequently search through disagreeable, unpleasant, uncomfortable and hazardous materials. whilst also conducting a dynamic risk assessment and recovering evidence</li> <li>• </li> <li>• Ability to remain calm when frequently dealing with contentious subjects with callers and face to face contact with individuals who may not be willing to accept an alternative view or implications of legislative requirements and the application to their situation.</li> <li>• Ability to deal with the emotional Demands of frequently dealing with threats, intimidation and on occasions, threats of or violence against them, whilst lone</li> </ul> |                                                                                                                                                                                                                                                         |                  |

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| <div>working, from individuals who may not be exhibiting normal rational behaviour and may be unpredictable in the face of enforcement action.</div> <div><ul style="list-style-type: none"><li>• Ability to cope with the mental demands of regularly working under pressure and to statutory deadlines and changing priorities</li><li>• Concentration and awareness and ability to ensure own and others safety when working alone or with others on the highway</li><li>• Ability to deal with the stress of working on high speed roads</li></ul></div>                                                 |  |  |
| <b>Motivation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |
| <div><ul style="list-style-type: none"><li>• Dependable, reliable and a good timekeeper.</li><li>• Demonstrates and encourages high standards of honesty, integrity, openness and respect for others.</li><li>• Helps managers to create a positive work culture, in which diverse, individual contributions and perspectives are valued.</li><li>• Proactive and achievement orientated</li><li>• Able to work with only general direct supervision and organise own workload.</li><li>• Ability to use own initiative to organise repairs in the most efficient and cost effective manner.</li></ul></div> |  |  |
| <b>Other</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |
| <div><ul style="list-style-type: none"><li>• Must hold a full British or EC driving licence</li></ul></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |  |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits