



JOB DESCRIPTION

Job Title	Enforcement Officer		
Directorate	Regulatory & Operational		
Reporting to	Environmental Compliance (Crime) Manager		
Grade	12		
Evaluation ref:	TR0154	Job Family ref:	
Role purpose			
To work as part of a busy team investigating environmental crime, tackling issues that contribute to nuisance, anti-social behaviour, the environment, or that threaten public safety and to investigate breaches in line with current legislation.			
Responsibilities			
Investigate complaints from members of the public, Councillors, MP's or any other source relating to the full range of work undertaken by the Environmental Enforcement team, recording, assessing, and advising with regards to the complaint and conducting enforcement action where appropriate.			
Investigate, negotiate, and resolve enforcement complaints relating to environmental crimes, such as:			
<ul style="list-style-type: none">• Fly Tipping and other waste crime contraventions,• Abandoned vehicles• Unauthorised encampments• Public Spaces Protection Order Contraventions (dog and intoxicating substances)			
Liaising with external agencies and partners including courts, tribunal services, inquiries, appeals and other formal processes.			
To collect evidence in accordance with the Police and Criminal Evidence Act 1984 and to prepare reports and statements while instigating legal proceedings. To attend court, appeals, tribunals and coroner's inquests as required.			
The post holder has delegated authority to initiate and undertake enforcement activities in line with the Council's enforcement policy and scheme of delegation.			
Issuing of Legal Notices, Fixed Penalty Notices, Community Protection Warnings and Community Protection Notices for environmental and anti-social behaviour offences.			
Inspection of premises, vehicles, and other locations/sites to determine compliance with the requirements of environmental legislation and registrations issued, as required.			



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Prepare and present reports to council committees and other internal and external meetings, partners, and stakeholders.

Working with key stakeholders and partners such as, Avon & Somerset Police, Environment Agency, DVSA, Trading Standards, Idverde, waste services, open spaces, rough sleeping, and outreach teams and planning etc.

Assisting other regulatory services in the execution of their duties with regard to corroboration of evidence; support for enforcement visits; actions and service of Notices.

Ensure personal, professional development is maintained to the required standards.

To carry out public health funeral enquiries, private water supply monitoring and sampling as and when required or other matters as appropriate.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Knowledge and understanding of statutory regulations, local policies technical guidance and codes of practice relating to environmental crime, anti-social behaviour, and related functions.	x	
Knowledge of statutory and enforcement responsibilities and how they apply to the role and service, including PACE & RIPA.	x	
Political awareness and understanding of the Councils decision-making processes.	x	
Knowledge and understanding of Health & Safety legislation and requirements within the organisation.	x	
Understand the principles of data protection	x	
Facilitate individual and personal learning and development		x
Experience		
Demonstrate a track record of consistent achievement at a professional level within an organisation of comparable scope and complexity.	x	
Experience of understanding and enforcing a range of environmental crime legislation and regimes.	x	
Experience of providing professional advice on controversial cases in relation to environmental crime and anti-social behaviour.	x	



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Experience of working with elected members, or in a political environment.		x
Demonstrate experience of partnership working, including working with multi-agency working groups.		x
Qualifications / Registrations / Certifications		
Qualified to A level standard or equivalent, this can be through equivalent experience.	x	
Evidence of continuing development of professional skills, e.g. through training, qualification, and/or experience.	x	
The Private Water Sampler Certification		x
Skills		
Experience of a range of enforcement activities	x	
Excellent interpersonal and communication skills demonstrating the ability to consult, influence and negotiate with a wide range of people (e.g. public and partners) both inside and outside the council.	x	
Ability to make decisions and prioritise competing demands at an individual level.	x	
Ability to handle sensitive and confidential information.	x	
Excellent communication and interpersonal skills.	x	
Ability to work independently and as part of a team.	x	
Proficiency in using inspection and data management software	x	
Experience of a range of enforcement activities.		x
Strong analytical and problem-solving skills.		x
Working Conditions		
Office and district working.		
Exposure to disagreeable, unpleasant, or hazardous environmental working conditions, patrolling large areas on foot, carrying out water sampling visits in all weather or investigating waste offences.		
Occasional unsocial hours and weekend working. Lone working.		
Working Arrangements		
Somerset Council's dynamic Working Strategy will be applied to this position.		



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Corporate Accountabilities

Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: January 2025