

<b>Post Title:</b>	<b>Community Safety Officer</b>
<b>Grade:</b>	<b>8</b>
<b>Section:</b>	<b>Housing and Environmental Enforcement</b>
<b>Responsible To:</b>	<b>Senior Licensing and Community Safety Officer</b>
<b>Date Prepared:</b>	<b>April 2024</b>

### **Job Purpose and Work Objectives**

- To be the lead operational officer at the Council for matters regarding anti-social behaviour and environmental crime.
- To ensure that the Council meets its duties in regard to anti-social behaviour and environmental crime and take a proactive approach in regard to these matters.
- To undertake a range of investigatory and enforcement duties including the preparation of and serving of notices and the prosecution of relevant parties for offences that have been committed.
- To ensure that a proactive approach to enforcement is taken in regard to priority issues and in priority areas of the district (e.g. vulnerable communities or where PSPOs are in place)
- To represent the Council operationally and as appropriate, strategically in regard to anti-social behaviour and environmental crime.

### **Service Specific Responsibilities**

- To actively manage an anti-social behaviour and environmental crime caseload
- To work with communities to identify key issues and proactively seek to address them via enforcement.
- To work in partnership with the Police and other relevant agencies. To include attendance at key partnership meetings such as the ASBRAC.
- To issue fixed penalty notices for relevant offences.
- To manage and monitor Public Space Protection Orders across the District. To include the monitoring of wardens and staff given delegated powers at Parish and Town Councils.
- To work collaboratively with operational staff to develop their skills and knowledge in regards ASB and enviro crime so it can be more effectively and efficiently dealt with.

- To determine complaints in regard to High Hedges.
- To review, monitor and record performance within the work areas.
- To undertake any other community safety related duties that are required based on the Council's priorities.

### **Corporate Management Framework**

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all their entire staff share this commitment. As part of this commitment all staff will attend a safeguarding briefing as part of their induction and be expected to familiarise yourself with the safeguarding policy.

### **Understanding and Promoting Core Values and Behaviours**

The post holder is required to be proficient in all areas within Level Two of the Council's Behaviour Framework.

In fulfilment of the role, the post holder will be expected to be aware of, take account of and demonstrate the Council's agreed core values and behaviours.

### **Working corporately and with partners.**

Where necessary, to assist and actively contribute to the development and delivery of corporate or partnership projects/initiatives.

### **Consistent approach - working to the agreed codes of practice.**

Where applicable, the post holder will be required to work in line with agreed Codes of Practice

### **Health and safety, regulatory and legal**

- To give due consideration to Health and Safety in the carrying out of duties.
- Comply with the Freedom of Information and General Data Protection Regulation legislation.
- Complete mandatory training within agreed timescales.
- Conduct Health & Safety practices that protect yourself, colleagues and customers ensuring procedures are undertaken and reviewed to identify areas of concern.
- Report any suspicious activity in accordance with the Council procedures.
- Understand the legal and regulatory framework in which the role will operate and work within it.

**Note:** This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and responsibilities associated with and covered by the grading of the post.

Management has the right to vary the duties after consultation with you.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_



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