

Post Title:	Enforcement Officer
Grade:	6
Section:	Housing and Environmental Enforcement
Responsible To:	Senior Licensing and Community Safety Officer
Date Prepared:	January 2024

Job Purpose and Work Objectives

- To undertake enforcement duties across the district, focussing on offences which can be dealt with by a fixed penalty such as:
 - Littering
 - Dog Fouling
 - Early Presentation of Waste
- To undertake enforcement duties within designated Public Space Protection Order areas across the district
- To have a day-to-day presence within and patrol specific areas within this district in line with the duties shown above to ensure communities are aware of and engaged in the activities that are being undertaken
- To co-ordinate targeted activities to enable action to be taken in regard to the offences above
- To respond to and action enquiries and requests for service in regard to the above duties

Service Specific Responsibilities

- To issue fixed penalty notices for the relevant offences and follow up non-compliance where appropriate via the court process
- To provide assistance to other enforcement functions such as environmental health, housing, community safety, council tax and food safety
- To actively manage an enforcement caseload in relation to the above offences
- To ensure that systems are kept up to date in line the specific duties of the role
- To ensure that outcomes are communicated to the relevant stakeholders including ward and parish Councillors
- To, where appropriate work outside of normal working hours to ensure that the main duties of the role can be fulfilled

- To work in partnership with other agencies to ensure that joint outcomes are achieved
- To provide support as required across the wider work area of Housing and Environmental Enforcement
- To work outside of normal office hours as determined by the demands placed upon the role and within the service

Corporate Management Framework

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

Generic Competencies

The post holder is required to be proficient in all areas within Level Two and Three of the Council’s Competency Framework.

Understanding and Promoting Core Values and Behaviours

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 understand the legal and regulatory framework in which the role will operate and work within it.
- To give due consideration to health and safety in the carrying out of duties.

Signed: _____ Dated: _____



If you require this Job Description in another format eg large print, please contact Customer Services on 01427 676676, by email customer.relations@west-lindsey.gov.uk or by asking any of the Customer Services staff.

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.