

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate: Executive's Department

Division: Environment

Post No & Job Title: T32 – T35B Neighbourhood Warden - Enforcement Officer

Grade: Grade 6

Responsible to: T241 – Waste and Climate Change Manager

Main purpose of the job: To promote a cleaner Borough of Broxtowe, by carrying out education and awareness raising initiatives and environmental enforcement duties in relation to anti- social behaviour, fly tipping, litter, fly posting, graffiti, dog fouling, stray/nuisance/dangerous dogs and animal welfare

Main Duties and Responsibilities:

Enforcement

1. To enforce environmental and other legislation in respect of anti-social behaviour, fly tipping, litter, dog fouling, fly posting, graffiti and dog control in accordance with the council's policies and procedures. This includes issuing Fixed Penalty Notices (FPN's), Community Protection Notices (CPN's) Community Protection Warnings (CPW's), gathering evidence, taking witness statements, carrying out interviews in accordance with the Police and Criminal Evidence Act, preparing legal case files and attendance in court.
2. To investigate complaints and maintain appropriate records in respect of, anti- social behaviour and carry out environmental enforcement and animal welfare duties. Keeping the complainants and the Waste and Climate Manager informed of progress.
3. To assist with investigations using PC based mapping systems including HM land registry and DVLA, within Data Protection boundaries. Work as required with other stakeholders to ensure effective deployment of solutions to reduce Environmental Anti-Social Behaviour and dog control.
4. To carry out daily patrols to detect and reduce contraventions of relevant environmental legislation.
5. To collect stray dogs and seize any dangerously out of control dogs, transporting them to an approved place of safekeeping. This includes completing any associated paperwork such as serving relevant Notices.
6. Work in partnership with stakeholders to assist with the emergency boarding of animals and dealing with dangerous dogs.
7. Provide cover for investigating and dealing with abandoned vehicles in accordance with the council's policies and procedures.

Education and Communication

8. Develop and deliver presentations and campaigns on environmental and environmental enforcement related themes to relevant stakeholder groups.
9. Promote a cleaner borough across community liaison
10. Attendance at appropriate internal and external stakeholder meetings reporting on progress and action.
11. Prepare and produce relevant environmental publicity material which includes press releases, the production of web and social media content and maintenance of appropriate webpages.
12. Attendance at appropriate internal and external stakeholder meetings, reporting progress and action.

Finance and Administration

13. To carry out administrative and clerical procedures, including appropriate data management in respect of the duties of a neighbourhood warden, including keeping of records and logs, carrying out of surveys, preparation of reports, and updating the computer and manual recording systems.
14. Using the financial and ICT systems undertake financial work in relation to the raising and payment of invoices invoicing.
15. Carry out any other duties that are within the scope and grading of the post which could also be requested by the Line Manager or Head of Service.

DESIGNATED CAR USER

A designated car user status has not been attached to this post.

SPECIAL CONDITIONS

Duties will include bank holiday and weekend working. This will be on a rota basis and will be standard for this post. Attendance at meeting outside normal office hours may also be required.

The post holder will be required to successfully complete a Police Vetting procedure. Vetting will include details of any criminal convictions, cautions, motoring offences and financial information of the post holder their family and acquaintances.

RESTRICTIONS

This is not a politically restricted post.

This post is not subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of T32 – T35b Neighbourhood Warden but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.