

# EPPING FOREST DISTRICT COUNCIL

## JOB DESCRIPTION

<b>JOB TITLE:</b> Environment and Neighbourhoods Officer	<b>POST NO:</b> NNB08
<b>DIRECTORATE:</b> Neighbourhoods	<b>SECTION:</b> Environment & Neighbourhoods
<b>GRADE:</b> 5-7	<b>CAR ALLOWANCE:</b> Essential
<b>DBS CHECK:</b> No	<b>LEVEL:</b> N/A

**PURPOSE OF THE JOB:** To provide a high profile, uniformed presence on the district, proactively identifying and resolving environmental issues by providing help/advice/education and where necessary serving fixed penalty notices or undertaking other enforcement actions.

**DIRECTLY RESPONSIBLE TO:** Environment and Neighbourhoods Manager

**DIRECTLY RESPONSIBLE FOR:** None

**LIMITS OF AUTHORITY:** See attached sheet.

### MAIN DUTIES AND RESPONSIBILITIES:

#### (a) Service Responsibilities:

1. To be an ambassador for the Council by advocating high standards of environmental compliance with colleagues and the public and acting in a professional, constructive and helpful manner at all times.
2. To maintain a smart appearance in accordance with the Council's dress code and specifically the guidance for officers accredited under the community accreditation scheme.
3. Familiarisation with existing technical and legal requirements relating to the work of the Directorate. Keeping abreast of new requirements and developments and the attendance at courses designed to assist with the work.
4. To work unsocial hours as required on a regular basis to ensure the effective operation of the Directorates out of hours call out, monitoring and enforcement service. The post holder will, in particular, on a rota basis, be required, outside normal office hours to carry out inspections, vehicle checks, driver checks, monitoring and investigation of complaints both on a programmed basis and as part of standby and call out duties in accordance with the protocol agreed by the Public Health Committee on 20th May 1999.
5. To investigate complaints referred to the Directorate using their own initiative. Complaints will usually relate to (among other things):
  - fly tipping;

- litter;
  - graffiti;
  - fly posting;
  - abandoned vehicles;
  - dog fouling;
  - noise (including out of hours);
  - waste: duty of care, household and trade;
  - general street scene issues;
  - unauthorised Gypsy/Traveller encampments;
  - nuisance parking/vehicle repair;
  - Licensing enforcement.
6. To undertake the review of planning applications as required.
  7. To act in the role of responsible authority officer for the prevention of public nuisance in relation to the Licensing Act 2003.
  8. To regularly survey/patrol a defined sector of the district and to proactively identify log and resolve envirocrime problems.
  9. To serve fixed penalty notices when necessary.
  10. To collect evidence, prepare case files and attend Court in accordance with the Police and Criminal Evidence Act (PACE), Criminal Procedure & Investigations Act 1996 (CPIA), Regulation of Investigatory Powers Act 2000 (RIPA) and any other relevant legislation/internal procedures.
  11. To maintain accurate, detailed file notes and computer records for the purposes of evidence and monitoring performance.
  12. To assist other officers when required.
  13. To participate in the training of officers when required.
  14. To participate in any special project work undertaken by the Directorate where relevant to the post.

**(b) Corporate Responsibilities:**

To observe all of the requirements of Safeguarding and to report any potential concerns in accordance with the Council's Safeguarding Policy.

**(c) Management Responsibilities:** None

**(d) Responsibilities for Health and Safety:**

Epping Forest District Council is committed to the provision of high quality health and safety standards. In order to achieve this all staff employed by the Council have the following specific responsibilities, which are consistent with the requirements of the Health and Safety at Work Act 1974:

- To take reasonable care for the health and safety of yourself and of other persons who may be affected by what you do or fail to do.
- To co-operate with Epping Forest District Council in order to enable statutory requirements to be implemented.
- Not to intentionally interfere with or misuse anything provided in the interests of health and safety.

**(e) Responsibilities for Finance:** None

**POLITICALLY RESTRICTED POST:** No

**REHABILITATION OF OFFENDERS ACT 1974:** Exempt

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Post Holder)

# PERSON SPECIFICATION

**POST TITLE:** Environment and Neighbourhood Officer    **POST NO:** NNB03 – 09 inclusive

		ESSENTIAL	DESIRABLE	ASSESSMENT METHOD* (AF//ST/P/R)
<b>1.</b>	<b>Education, Training and Knowledge</b>			
<b>(a)</b>	<p><b>What educational attainment/qualifications are required to carry out the post on appointment?</b></p> <p>Educated to 'A' level standard or be able to demonstrate recent work experience in a relevant professional area.</p> <p>An honours degree in an Environmental Science or similar subject.</p> <p>Diploma in acoustics.</p>	E	D	AF
<b>(b)</b>	<p><b>What specialist training is required to carry out the post on appointment?</b></p> <p>To have the commitment, willingness and academic ability to undertake the training leading to accreditation under the Essex Police Community Accreditation Scheme.</p> <p>Ability to undertake Safeguarding training at an Enhanced level within 3 months of appointment.</p> <p>To have the commitment, willingness and academic ability to undertake the course leading to the Diploma in Acoustics.</p>	E		AD/I
<b>(c)</b>	<p><b>What specialist knowledge is required to carry out the post on appointment?</b></p> <p>To be familiar with legislation to control noise, fly-tipping and other environmental issues.</p> <p>To be familiar with and able to operate a range of monitoring equipment.</p>		D	AF/I
<b>(d)</b>	<p><b>What Membership of professional bodies is required on appointment?</b></p> <p>Membership of the Institute of Acoustics</p>		D	AF
<b>(e)</b>	<p>What (if any) specific IT training is required?</p> <p>None</p>	n/a	n/a	

<b>2.</b>	<b>Experience</b>			
<b>(a)</b>	<p><b>What work experience is required on appointment in order to carry out the job?</b></p> <p>To have experience in the technical and enforcement operations of a Local Authority with particular emphasis on environmental and noise related issues.</p> <p>Experience in neighbourhood/street scene enforcement.</p> <p>To have experience of working outside normal office hours</p> <p>To have experience of dealing with the public</p>		D  D  D  D	AF/I  AF/I  AF/I  AF/I
<b>3.</b>	<b>What skills are required on appointment in order to carry out the job?</b>			
<b>(a)</b>	<p><b><u>Oral Communication</u></b></p> <p>To be able to communicate verbally in an effective manner on the telephone and in person; to members of the public, elected Councillors, officers of other regulatory authorities and management of companies.</p> <p>To be able to talk effectively to groups of people.</p> <p>To be able to give evidence effectively to courts, tribunals and public inquiries</p> <p>The ability to converse at ease with members of the public and provide advice in accurate spoken English.</p>	E  E  E  E		AF/I  AF/I  AF/I  AF/I
<b>(b)</b>	<p><b><u>Written Communication</u></b></p> <p>To be able to write concise, accurate, technical and grammatically correct reports.</p>	E		AF/ST
<b>(c)</b>	<p><b><u>IT Skills</u></b></p> <p>Able to use common software packages – Word, Excel.</p>	E		AF/I
<b>(d)</b>	<p><b><u>Physical Skills</u></b></p> <p>The ability to assess noise levels with or without the need for a hearing aid.</p> <p>The ability to carry out inspections visually (with or without the aid of glasses or contact lenses).</p>	E  E		AF/I  AF/I

(e)	<p><b><u>General Skills</u></b></p> <p>To be able to work as part of a team.</p> <p>To have the enthusiasm and motivation to work without supervision but seek advice where necessary.</p> <p>To be tactful, diplomatic and assertive.</p>	E		I
4.	<b>Expected Values and Behaviours</b>			
(a)	<p><b><u>Trust</u></b></p> <p>Trusted be able to manage own workload and seek assistance when required.</p> <p>Trusted to risk assess site visits and make sensible decisions and or seek guidance.</p>	E		AF/I
(b)	<p><b><u>One Team</u></b></p> <p>To provide cover and assistance for colleagues in the Environment &amp; Neighbours team as required.</p>	E		I
(c)	<p><b><u>Performance</u></b></p> <p>To strive to maintain high standards at all times and comply with the adopted “Environment &amp; Neighbourhood Officer” team standards for performance indicators.</p>	E		I
(d)	<p><b><u>Innovation</u></b></p> <p>To seek to tackle problem solving using a range of powers and tactics.</p>	E		I
(e)	<p><b><u>Customer</u></b></p> <p>To treat all customers with respect and courtesy (including alleged perpetrators of offences).</p>	E		I
5.	<b>What are the physical demands required to carry out the job?</b>			
	<p>To be able work outside, in a variety of weather conditions with suitable protection.</p> <p>To be able to climb stairs, negotiate obstacles and rural terrain.</p> <p>The ability to undertake patrolling duties on foot.</p>	E		I

<b>6.</b>	<b>Other Requirements:</b>			
	Able to work and attend meetings outside hours including evening, weekend and unsocial hours.	E		I
	To be able to participate on the out of hours noise rota and respond to calls outside normal working hours.	E		AF/I
	Ownership or access to a car.	E		AF
	Full driving licence.	E		AF
	A satisfactory attendance record in accordance with the Council's Managing Absence policy, taking account of your individual circumstances.	E		AF/R

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director)

- \*AF – Application Form
- I - Interview
- ST – Sample Test
- P – Presentation
- R - References

**EPPING FOREST DISTRICT COUNCIL  
LIMITS OF AUTHORITY**

<b>Post No: NNB08</b>	<b>Post Title: Environment and Neighbourhood Officer</b>
<b>Authority:</b>	<b>Comments:</b>
<p><b>Spending Control Officer</b></p> <p>For budgets and expenditure codes attaching to the post as set out in the Council' s budget document and subject to direction by the Head of Service.</p>	Not applicable
<p><b>Authorised Signatory</b></p> <p>As set out in the schedule maintained by the Head of finance and updated from time to time by the Head of Service.</p>	Not applicable
<p><b>Financial Regulations</b></p> <p>As required by Heads of Service or as directed by the Council.</p>	Prepares orders for goods and services for authorisation by senior officers.
<p><b>Delegated Authorities</b></p> <p>As determined by the Head of Service in accordance with the schedule of delegated authorities in the Council's Constitution.</p>	Not applicable
<p><b>Statutory Authorities</b></p> <p>As determined by the Head of Service and approved by Council specifically or as delegated.</p>	To act as an authorised officer for the purposes of environmental protection legislation associated with the post.
<p><b>Signing of Correspondence</b></p> <p>As determined by the Head of Service in any relevant category of correspondence.</p>	Can sign own correspondence and notices (as specifically authorised).
<p><b>Supervisory/Managerial</b></p> <p>As determined by the Head of Service.</p>	Not applicable



**Environment and Neighbourhood Officer  
Post No:NNB03 – 09 inclusive**

**CAREER PROGRESSION CRITERIA**

<b>Grade 5 (SCP21 – SCP25) Minimum entry position</b>	<b>Grade 6 (SCP26 – SCP30)</b>	<b>Grade 7 (SCP31 – SCP35)</b>
<p>The post holder to have satisfied all of the essential requirements of the person specification for the post.</p>	<p>The postholder will have fully satisfied the criteria for Grade 5.</p> <p>The post holder must have achieved accredited person status under the Essex Police Community Safety Accreditation Scheme</p> <p>The post holder will have satisfied strict standards in terms of vetting and must have successfully undergone training in relevant areas of law, the use of powers and appropriate procedures. This will include human rights, race relations and equal opportunities.</p>	<p>The postholder to have fully satisfied the criteria for career progression to Grade 6;</p> <p>The post holder will have obtained sufficient training and/or experience to be fully competent and professional in all aspects of the job description</p> <p>The post holder to have achieved all objectives identified through the annual Performance and Development Review process since the commencement of employment, and to have successfully completed any training courses or programmes identified as a result of training needs analysis.</p> <p>The postholder will have passed the diploma of the Institute of Acoustics or obtained equivalent qualifications and experience that allows them to fully participate in the Council's out of hours noise service.</p> <p>The post holder will be able to deputise for the Environment and Neighbourhood Manager for short periods of leave and other absence.</p>

## **Notes**

(1) Progression within each grade will be by annual increment;

(2) Progression between grades will be dependent on an evaluation of the demonstrated capability of the employee and the maintenance of satisfactory performance in post, and the results of the annual Performance and Development Review process; and

Evaluation of the employee's performance against the career progression criteria will be undertaken by the Environment and Neighbourhood Manager in liaison with the Assistant Director (Neighbourhoods)