

BRIGHTON & HOVE CITY COUNCIL

Job Title:	Field Officer – Enforcement and Inspection
Reports to:	Field Officer Manager
Department:	Neighbourhoods, Community and Housing
Section:	Regulatory Services

Purpose of the Job

Undertake simple enforcement and inspection activities across the City.

Gather evidence and intelligence for existing specialist services, working with a range of services and key external partners, including the police and communities.

Promote behaviour change and community collaboration with the aim of ensuring environmental improvement and better quality of life, protection of public health, wellbeing and community safety.

Principal Accountabilities

- Deliver a range of enforcement and inspection activities across the City by service and enforcement of statutory of notices relating to issues such as anti-social behaviour, statutory nuisance and planning enforcement by applying appropriate legislation
- Identify and deliver effective referrals to council services, partner agencies and third sector organisations.
- Accurately gather a comprehensive range of information and intelligence for colleagues working in existing specialist services enabling these services to deliver their casework more effectively and efficiently.
- Prepare, draft and serve statutory notices covering a clearly defined, delegated and controlled range of legislation and council services.
- Prepare and take statements, prepare and execute clearly defined warrants in relation to both domestic and commercial premises, prepare cases for prosecution and attend court
- Work with colleagues, councillors, partner agencies, third sector organisations and communities to meet community needs and priorities
- Represent the City Council at all levels including officers, councillors, community groups and partners agencies.
- Ensure that customers, colleagues, councillors and communities are kept informed of actions and progress in respect of casework and referrals.

- Keep accurate written and computer records and operate all administrative practices and procedures in accordance with the Police and Criminal Evidence Act (PACE).
- To be prepared to implement the Council's Equalities Policy at all levels appropriate to the job and carry out his/her duties with due regard to the Council's Equalities Policy at all times.

Ensure that all operations are conducted in accordance with the Council's Health and Safety policy and all relevant legislation

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

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PERSON SPECIFICATION

Job Title: Field Officer Enforcement and Inspection

Job Related Education, Qualifications and Knowledge	<p>Educated to NQF level 3 or equivalent experience that reflects ability to undertake the role.</p> <p>Some knowledge of legislation relating to enforcement work in an appropriate field such as planning, highways, housing, environmental health, anti-social behaviour etc.</p>
Experience	<p>Experience of working in an enforcement environment</p> <p>Experience of lone working</p> <p>Experience of engaging and working with local communities</p> <p>Experience of managing challenging and demanding situations and of assessing risk to oneself and others.</p> <p>Experience of evaluating situations and making decisions in pressurised situations</p>
Skills and Abilities	<p>Ability to work in partnership with other organisations such as the Police, Fire Authority, Environment Agency and Local Authority Social Services</p> <p>Able to communicate effectively with a wide range of people in a variety of different circumstances</p> <p>Ability to negotiate/mediate to resolve conflict successfully</p> <p>Ability to work with confidential information and liaise sensitively with individuals and organisations</p> <p>Ability to work effectively under pressure and remain calm particularly when a situation could</p>

	<p>be continuously changing</p> <p>Ability to manage workloads to consistently achieve targets and deadlines</p> <p>Excellent written skills to be able to produce clear and accurate reports, court papers, witness statements, etc. that are easily understood.</p> <p>Good IT skills including proficiency in the use of Microsoft Office software including Word, email and the internet.</p> <p>Ability to think creatively to identify ways in which service delivery could be improved</p> <p>Ability to prioritise in an environment of competing demands.</p>
Other Requirement	<p>Current driving licence</p> <p>Out of hours working</p>