

# Job Profile

Position Details	
Post	Team Leader - Litter and Waste Enforcement
Service Area	Environment and Neighbourhoods – Community Safety and Enforcement
Reports to	Enforcement Manager
Grade	PO1
Job Family	

Role Purpose
<p>Lead and manage a team responsible for investigating and enforcing a range of powers against members of the public and local businesses for committing environmental nuisance, primarily by issuing Fixed Penalty Notices (FPN)</p> <p>To support the Enforcement Manager in the delivery of relevant and appropriate environmental enforcement actions; environmental crime problem solving projects and environmental improvement strategies in accordance with the Enforcement Policy, within prescribed budget, timescale and specification and with minimal supervision.</p> <p>Required to work a rota including some evenings, weekends and bank holidays.</p>

Main Responsibilities
<p>To carry out and, when necessary, lead on investigations into relevant street environmental crimes and deliver formal actions in accordance with the Council's Enforcement Policy</p> <p>To manage, support and provide guidance to the Litter and Waste Enforcement Officers in investigations into relevant environmental crimes to ensure that any enforcement activity is carried out in accordance with the Environmental Protection Act 1990 and any other relevant legislation.</p> <p>To direct the daily and weekly work of the team in accordance with the priorities of the service. To include managing a staff rota and ensuring that work is carried out within agreed timescales in a professional manner.</p> <p>To undertake the necessary tests and checks to equipment prior to deploying officers and ensure that immediate action is taken to rectify damaged or lost equipment.</p> <p>To patrol areas, undertake observations, investigations and surveys to identify compliance with relevant legislation and give advice where necessary on any matter within the remit of the post.</p> <p>To issue Fixed Penalty Notices for Environmental nuisance offences. To monitor payments received in respect of FPNs and progress chase outstanding fines.</p> <p>To carry out taped interviews under the provisions of the Police and Criminal Evidence Act 1984 (PACE) (as amended)</p>

To manage the timely investigation and response to any appeal received in respect of an FPN.

To prepare cases with a view to prosecution and to attend Court and give evidence as and when required.

To maintain agreed performance targets and to meet the requirements of relevant performance management and inspection regimes.

To produce reports, letters, notices, schedules, plans and other appropriate documents as may be required. To keep and maintain paper and electronic office records, produce reports and complete statistical returns as required.

Provide prompt and clear responses to all forms of communications including complaints, e-mails, telephone calls and letters, from members of the public, Councillors, MPs, and other organisations.

To deputise for the Enforcement Manager on matters relating to environmental nuisance.

To undertake any other duties of a similar nature commensurate with the level of the post as required

### **People Management**

Manage staff, and through a robust performance management framework ensure that a high level of performance is delivered and that performance targets for individuals and teams are set and monitored.

To be responsible for Health and Safety of staff and risk assessment of actions.

To provide “on the job” training and identify training needs of staff.

### **Partnership Working.**

To develop constructive relationships and effective communications with key people, both inside and outside the Council, that are crucial to the success of the Business Unit including colleagues, contractors, councillors, partners and the public.

To assist and attend meetings with other council services, corporate groups and working parties, the public, voluntary and community organizations and relevant outside bodies and statutory agencies.

### **Income Management**

Responsible for ensuring that income from FPNs is fully recovered to secure a cost recovery operating model.

### **Generic Responsibilities**

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council’s Equal Opportunities policies.

3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Knowledge and experience of enforcing relevant legislation/guidance/directives relating to Litter and Waste, enviro crime, noise, nuisance and waste management/street cleansing.	E
Experiencing of leading and managing a busy operational team providing vision and direction.	E
Knowledge, understanding & ability to use all relevant IT systems relating to the role	D
Understanding of how relevant policies and initiatives can be effectively implemented to reduce environmental crime and how positive outcomes can improve local communities.	D
Self-motivated and able to work with minimum supervision and priorities competing demands on your time.	E
	E
Excellent verbal and written communication skills and a confident communicator.	E
Good personal organization, people and relationship building skills.	E
Excellent interpersonal skills and ability to work within a team.	E
Detailed Knowledge of Haringey's Values and how they should translate into practice.	D

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ol style="list-style-type: none"> <li>1. Residents and Businesses</li> <li>2. Veolia – Refuse and Street Cleansing contractor.</li> <li>3. Ward Members</li> <li>4. Partners – Police, Community Safety Partnership Board, Homes for Haringey and Registered Social Landlords (RSLs)</li> <li>5. Statutory organisations and support agencies</li> </ol>

