

Job Profile

Position Details	
Post	ASB Enforcement Officer
Service Area	Directorate/Business Unit/Service/Section/Team
Reports to	Enforcement Manager
Grade	PO2
Job Family	To be completed by HR

Role Purpose
Responsible for investigation & enforcement of environmental, anti-social and noise related nuisance across borough. In line with legislation, Council's Community Safety Strategy, policies and procedures.

Main Responsibilities
<ol style="list-style-type: none"> 1. To ensure that ASB and community safety interventions are conducted in accordance with the Council's commitment to promoting safety and community cohesion. 2. To identify, investigate and effectively deal with breaches of legislation through appropriate written or verbal advice or warnings, notices, fixed penalty notices and legal action in accordance with legislation and the Council's Community Safety & Enforcement Strategy. 3. To carry out taped interviews under the provisions of the Police and Criminal Evidence Act 1984 (PACE) (as amended) 4. To take witness statements and gather and preserve evidence for use during investigation and in legal proceedings 5. To prepare cases for Court, in accordance with the High Court Rules of Evidence, and to represent the council in court as necessary. 6. To interact and communicate with witnesses before, during and after legal proceedings, accompanying them to court hearings as necessary. 7. To communicate with enforcement partners such as the Police Safer Neighbourhood Teams and other Council departments ensuring effective intelligence gathering and planned partnership working. 8. Create and maintain case files, documents and databases to assist in the monitoring and analysis of cases and to ensure that intelligence is gathered to inform the deployment of resources to support service delivery. 9. To communicate with statutory organisations and enforcement partners and set up meetings as required in line with this. 10. Maintain a library of up-to-date ASB case law and policies to ensure a high level of knowledge in relation to anti-social behaviour legislation and good practice. 11. Provide a central point of contact for the police, residents and businesses and others to advise on different ASB interventions. 12. To effectively contribute to an operational rota, that includes out of hours, weekends and evenings as required.

Generic Responsibilities
<ol style="list-style-type: none"> 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 understanding of relevant legislation/guidance/directives relating to anti-social behavior, Licensing, enviro crime, noise, nuisance and waste management/street cleansing.	E
Knowledge, understanding & ability to use all relevant IT systems relating to the role	E
Understanding of how relevant policies and initiatives can be effectively implemented to reduce ASB 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
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.	E

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ol style="list-style-type: none"> 1. Residents and Businesses 2. Ward Members 3. Partners – Police, Community Safety Partnership Board and Homes for Haringey 4. Statutory organisations and support agencies <p><u>Other Information:</u></p> <p>This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>

Organisational Structure
Please provide organisation structure chart.

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
N/A	N/A	N/A	N/A	
Are the staff based at the same work location? There is an out of office 'officer' who will work from an office at Station Road – this is one officer, other than a Saturday evening when there are two officers covering the function				Yes. Other than one officer on the Out of hours shift.
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	40	Use of a computer.	Yes	30
Audio typing.	No	0	Crisis or conflict situations.	Yes	1
Walking more than a mile.	Yes	40	Manual handling.	Yes	2
Working alone or in isolation.	Yes	15	Working in confined spaces.	Yes	1
Driving a car, van or minibus.	Yes	10	Preparing or serving food.	No	0
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	Yes	5	Working in awkward positions, e.g. stooping, bending, reaching.	Yes	5
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No	0	Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	0
Regular and repetitive movements.	Yes	15	Working shifts / unsocial hours, nights.	Yes	2
Outdoor work involving uneven surfaces.	Yes	60	Standing or sitting for prolonged periods.	Yes	15

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	Yes	1	Working at heights / on ladders, roof work.	No	0
Teaching, or responsibility for, children.	No	0	Outdoor work involving extremes of temperature.	Yes	40
Electrical hazards.	No	0	Control and restraint.	No	0

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Risk Registers, Continuity Plans
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
No
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
Laptop, Mobile Phones, uniform, body cams (body cams to be confirmed)
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
Disposable gloves, uniform, hats, gloves, jackets
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Yes, M3, OHMS, Land Registry, I World, Email / GX accounts, internet searches all systems used have to comply with data protection when recording and sharing information.
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
No