

Job Profile

Position Details	
Post	Litter & Waste Enforcement Officer
Service Area	Environment and Neighbourhoods – Community Safety and Enforcement.
Reports to	Litter & Waste Enforcement Team Leader
Grade	Scale 6
Job Family	

Role Purpose
<p>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.</p> <p>Required to work a rota covering some evenings, weekends and bank holidays.</p>

Main Responsibilities
<p>To patrol the streets of Haringey to monitor compliance and enforce the law contained within the Environmental Protection Act 1990 and any other legislation relating to the duties of the post.</p> <p>To undertake investigation into reports of littering, fly-tipping, dog-fouling, inappropriate dumping of domestic and commercial waste and other similar offences.</p> <p>To pursue enforcement action from verbal warning through to court action in response to an investigation.</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> <p>To take witness statements and gather and store evidence for use during investigation and in legal proceedings.</p> <p>To prepare cases for Court, in accordance with the High Court Rules of Evidence, and to represent the council in court as necessary.</p> <p>To work alongside other Enforcement staff on joint targeted operations.</p> <p>To provide advice and support to residents and businesses on managing their waste in accordance with statutory requirements.</p>

Create and maintain case files, documents and databases to assist in the monitoring and analysis of cases.

To act as the “Eyes and Ears” for the Council, ensuring that any matters affecting customer satisfaction/failure in service delivery are identified during patrols and referred to the appropriate team or Business Unit within the Council.

Provide information to aid the 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 develop constructive relationships and effective communications with key people, both inside and outside the Council, including colleagues, contractors, councillors, partners and the public.

To undertake any other temporary duties consistent with the basic duties and/or objectives of the post.

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 and hand- held devices.
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 Littering, fly tipping, enviro crime, and waste management/street cleansing.	E
Experience of working in a Enforcement related service	D
Knowledge, understanding & ability to use all relevant IT systems relating to the role	E
Self-motivated and able to work with minimum supervision and priorities competing demands on your time.	D
Excellent verbal and written communication skills and a confident communicator.	D
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

Main Contacts:

1. Residents and Businesses
2. Veolia – Refuse and Street Cleaning Contractor
3. Ward Members
4. Partners – Police, Homes for Haringey and Registered Social Landlords
5. Statutory organisations and support agencies

Other Information:

N/A

Organisational Structure

Please provide organisation structure chart.

