Enforcement Officer
£25,694 - £32,164
Birmingham City Centre
Fixed Term to 31.03.18

Working 36.5 hours. An opportunity has arisen to work with the waste enforcement unit making a difference. The successful applicant will have experience of an enforcement role and will be tenacious, flexible and committed to ensuring compliance with the ‘duty of care’ regulatory framework.

This post requires the ability to investigate criminal offences. The successful applicant will be required to conduct investigations into Flytipping, duty of care and general issues regarding waste enforcement.

The opportunity is on a fixed term basis so you will be expected to be self-motivated and hit the ground running.

Further information can be obtained from Martyn Smith on 0121 303 5450

Ref: PL1622017

Closing date: 08 June 2017

A Disclosure and Barring Service (DBS) check will be undertaken

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
Place Directorate

Job Description

Post: Enforcement Officer  
GR4

Salary/Grade:

Division: Regulation and Enforcement  
Section: Waste Enforcement

Unit

1. **Job Purpose**

   Under the direction of an appointed senior officer, or equivalent, to enforce a range of criminal and civil legislation delegated to an officer of the waste enforcement unit and to advise and assist businesses and residents in respect of their presentation of waste and duty of care.

2. **Duties and Responsibilities**

   2.1 To visit trade premises to ensure compliance with legislation administered by the Waste Enforcement function.

   2.2 To investigate infringements of the law and to submit thorough, well drafted reports, for legal proceedings and assist in the production of Committee Reports. To be responsible for the safe custody of evidence, exhibits and court documents and for their production in court. To appear in court to give evidence. To issue fixed penalty notices and discharge duties in accordance with service process and procedures.

   2.3 To provide professional advice to businesses and residents in respect of the duty of care regarding trade waste contracts, uncontrolled waste and the presentation of waste in respect of criminal prosecutions taken by the Trading Standards function.

   2.4 To give professional guidance and support as required to any staff assigned to the post-holder.

   2.5 To produce information in relation to specific areas of legislation or trade sector for incorporation into information leaflets, awareness raising or for use by the media.

   2.6 To be able to delivery training and/or participate in the delivery of seminars. To contribute to the development and execution of the Section’s Service Plan and to initiate and produce appropriate high quality reports when required.
2.7 To provide practical and clerical assistance to other Officers and give general assistance in office procedures related to the work of the waste enforcement function or assigned team.

2.8 To maintain relevant records, data and statistics utilising computer systems.

2.9 To be responsible for the management of Health and Safety requirements in respect of duties undertaken by the post holder, and any staff under their control.

2.10 To carry out such other duties commensurate with the grading of the post as may be allocated from time to time.

12.13 Willing to participate in training, keep relevant working knowledge up to date and manage own professional development.

3. **Supervision Received**

3.1 **Supervising Officer Job Title**

3.2 **Level of Supervision**

   2. Left to work within established guidelines subject to scrutiny by supervisor.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

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<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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5. **Special Conditions**

   - A Disclosure and Barring Service check will be undertaken.

   Observance of the **City Council’s Equal Opportunities Policy** will be required.
# Person Specification

**Post:** Enforcement Officer  
**Grade:** GR4  
**Division:** Regulation and Enforcement  
**Section:** Waste Enforcement Unit

**Method of Assessment (M.O.A.)** A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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| **Education/Qualifications**  
NB: Full regard must be paid to overseas qualifications. | Experience of dealing with the public.  
Demonstrate investigative skills and abilities (e.g. statements, interviews and evidence gathering).  
Experience of working with computers.  
Demonstrate knowledge of the legal requirements during an investigation. | All A & I |
| **Experience**  
(Relevant work and other experience) | Ability to produce non routine reports regarding investigations.  
Good written and verbal communication skills.  
Ability to work under pressure and use initiative.  
Able to function and participate as a team member.  
Able to attend court and give evidence.  
Able to work within minimal supervision.  
Willingness to work unsociable hours as required. | All A & I |
| **Skills & Ability**  
e.g. written communication skills, dealing with the public etc. | An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by **Part 7 of the Immigration Act 2016** | |
| **Training** | | |
| **Other** | A full UK driving licence is required. | |

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.