**North Warwickshire Borough Council**

**Job Description**

**Post Title**: Environmental Crime Officer

**Grade:** 9

**Division**: Chief Executive

**Section**: Environmental Protection Team

**Responsible to**: Senior Pollution Control Officer

**Safeguarding**

All staff at North Warwickshire Borough Council are required to positively contribute to the Borough Council’s responsibility to safeguard and promote the welfare of children, young people and adults with care and support needs. It is their professional duty to be aware of the signs and symptoms of abuse and, in accordance with the Safeguarding Policy and Procedures, to respond appropriately to any identified concerns

**Special Conditions**

The post holder will be required to be involved in the call-out procedures of the Emergency Control Centre of the Council and, in addition to give advice and to act in emergency situations.

Most duties of the post can be carried out during normal working hours, but the post holder will be required to be flexible in this regard, and to work out-of-hours if required.

**Overall Purpose of the Position:**

* To be the lead officer for incidences of environmental crime to include complaints and requests for service.
* To respond to complaints and requests for service in respect of the relevant duties of the post
* Where circumstances demand, the postholder will be required to assist other professional and technical staff in other sections of the Division.

**Key Tasks:**

1. To provide advice and guidance and to investigate a wide variety of complaints and enquiries made to the section and making an assessment to determine whether further investigation is necessary or appropriate. The post holder will be required to act within specified guidelines, taking relevant action including enforcement in appropriate cases without referral to more senior members of staff.
2. To investigate alleged statutory nuisances and keep detailed reports on the facts established to determine if further action is required. To take relevant enforcement action and provide evidence if necessary for formal action.
3. Inspections, surveys and taking action (including enforcement action and making recommendations for legal proceedings and, in appropriate cases acting as the Council’s principal witness) in respect of abandoned vehicles, smoke control areas, drainage, dog control (dangerous dogs), public health (including filthy and verminous), prevention of damage by pests, littering and fly posting.
4. To deal with calls regarding stray dogs, along with the associated administration, kennelling procedures and liaison with Birmingham Dogs Home and where applicable animal owners.
5. To keep records using the relevant management information system.
6. Associated administrative duties including the compilation of statistical and technical information; the maintenance of records; writing of letters, reports and maintenance of registers.
7. Making a positive contribution to the continual improvement of services offered by the division, by proposing new and innovative ideas or solutions to existing services & problems and providing advice and guidance on relevant legislation.
8. Liaising in appropriate circumstances with external agencies as well as appropriate staff of other departments of the Council.
9. To take responsibility for the postholder’s own health and safety as required by legislation.
10. Undertaking such other appropriate duties as may be allocated.

**General**

The postholder is required to note that a certain amount of heavy lifting and gaining access to confined space may be part of the job. Furthermore, because much of the work will be carried out on site, the postholder may be exposed to the weather for up to 50% of his/her working time.

Duties of the post will be caried out during normal working hours, but the postholder will be required to be flexible in this regard, and to work out-of-hours if required.

Time off in lieu will be granted for such out-of-hours working at the discretion of the Environmental Health Manager.

The postholder will be involved in the call out procedures of the Emergency Control Centre of the Council to give advice and act in emergency situations.

The postholder like other members of staff of the Division has an identified roll in the event of a major emergency in the Borough.

**Agreed by Post Holder:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_