

Royal Borough of Greenwich

Job Description

Department	Communities, Environment and Central
Section	Street Services Enviro Crime
Post Designation	Enviro-Crime Investigation & Enforcement Officer
Grade	SO2

Purpose of the job

You will be responsible for taking enforcement action to improve environmental conditions within the Royal Borough of Greenwich and you will encourage compliance with relevant legislation related to environmental crime.

This role is required to deal with low level investigation to advance level subject to training provisions and satisfactory pass marks whilst progressing in the role

To be responsible to the Enviro-Crime Investigation and Enforcement Mgr for ensuring that the Royal Borough is well-kept and that employees work collaboratively to continue to make the Borough Safer, Cleaner and Greener.

Your workload will be both reactive in response to service requests and proactive as you will participate in a programme of enforcement visits to control levels of compliance.

This includes programme of visits to commercial premises to ensure waste compliance to seizing vehicles involved in the commissioning of waste crime. Assist and undertake, monitor, and advise on specialist enforcement and surveillance activities

When necessary, you will take part in formal enforcement action including the service of fixed penalty notices and statutory notices and preparing case files for prosecution through the court system.

The job will involve liaising with stakeholders (police, local councils, social housing companies, private landowners etc), publicising, promoting, and enforcing the council's enforcement work. You will work in partnership with other council departments.

You must have a good standard of education and basic knowledge of the Environmental Protection Act 1990, Anti - Social Behaviour Crime and Policing Act 2014 and other associated environmental & waste control related legislation.

You should also have a working knowledge of the Regulation of Investigative Powers Act 2000 (RIPA) and The Police and Criminal Evidence Act 1984 (PACE).

You will be expected to have excellent literacy and numeracy skills with the ability to provide comprehensive reports and the ability to handle difficult confrontational situations. You must have strong interpersonal skills with the ability to build excellent working relationships to adopt a collaborative approach to work both internally and with partner organisations.

Main Duties

1. Support Environmental Management teams by carrying out investigations and delivering enforcement action, including gathering and critically evaluating evidence, to produce comprehensive case files.
2. To investigate complaints and effectively deal with incidents of Enviro-Crime, including untaxed/abandoned vehicles, flytipping, scrap metal nuisance and waste nuisance from suspected HMO properties. Through the appropriate use of education and information, written or verbal advice, warnings, fixed penalty notices and other legal action in accordance with the legislation.
3. To be willing to utilise and be responsible for surveillance equipment in order to gather evidence.
4. Assist experienced officers in conducting interviews under caution.
5. To prepare, collate and submit investigative cases to be considered for prosecution. Liaising with other departments and other organisations as necessary and attend court to be a professional witness on behalf of the Council, providing evidence as required.
6. Liaise with other enforcement organisations to maintain and enhance intelligence sources and ensure effective intelligence gathering and planned partnership working. To implement inspection and surveillance programmes, to effectively control and deter illegal waste activities

7. To support the educational role of the enforcement team through meetings, briefings, and presentations within the Council and to members of the public.
8. To undertake site visits, commercial duty of care visits and resident's meetings to ensure effective and high quality service provision.
9. To have a flexible approach within your duties and working hours, including working early mornings, evenings, and weekends as appropriate. To provide an emergency response when required, particularly in response to nuisance vehicles that may present a risk to the public.
10. Ensure, at all times, that work undertaken actively promotes the Council's Equal Opportunities, Customer Care and Environmental policies in relation to service delivery.
11. In carrying out the duties of the post, have due regard to the Health and Safety at work legislation. To carry out duties and responsibilities required under the Data Protection Act 1998 in particular, to take all reasonable care that no unauthorised loss or disclosure of personal data occurs
12. To coordinate with colleagues for the maintenance of computer based office information and administrative systems.
13. Ability to drive and to travel unaccompanied in the most efficient manner and to carry equipment between sites and appointments.
14. To undertake, from time to time, additional or other duties which are within the skills and competence of the post holder and appropriate to the post holder's grade and responsibilities.
15. The post holder will be expected to have background enforcement knowledge.

Designation of post to which post holder normally reports:

Enviro-crime Investigation and Enforcement Manager

The duties and responsibilities outlined above are intended to be an indication of the scope and nature of the post and are subject to review from time to time.