

JOB DESCRIPTION

JOB TITLE: Safer Spaces Community Enforcement Officer (SS CEO)
DIRECTORATE: Housing and Safer Communities
SECTION: Safer Spaces
GRADE: SO1
REPORTING TO: Safer Spaces Community Enforcement Supervisors (PO2)

PURPOSE OF JOB

The Safer Spaces Service exists to reduce the incidence of anti-social behaviour, environmental crime and other community safety concerns in order to make the Royal Borough a safer, cleaner and healthier place for our residents, businesses and visitors.

Safer Spaces Community Enforcement Officers are primarily deployed to patrol the Royal Borough's main Town Centres, secondary shopping areas and parks. In support of the Council's approach to Integrated Enforcement, they also work collaboratively with other enforcement colleagues and agencies, and in other parts of the borough as required.

The expectation is that Safer Spaces Community Enforcement Officers will work towards and ideally achieve/maintain Community Safety Accreditation should this scheme be introduced. This will include willingness to be appropriately vetted by police.

MAIN DUTIES

1. To have a flexible approach to duties and working hours which includes working early mornings, evenings and weekends. On occasion, there may also be a requirement to work paid overtime.
2. To undertake highly visible, enforcement patrols, including during hours of darkness and in inclement weather.
3. To operate with minimal levels of supervision.
4. To proactively identify relevant offences, offence hotspots and issue fixed/other penalty tickets to offenders.
5. To proactively make use of other enforcement options where available and appropriate, for example issue of community protection warning/notices and seizure

of alcohol.

6. To assist with monitoring businesses to ensure that they are complying with relevant legislation for the disposal of waste.
7. To respond promptly to incidents as directed by CCTV or reported by members of the public where relevant to their role.
8. To deter or otherwise challenge behaviour, which is anti-social, illegal or otherwise having a detrimental impact on the quality of life of others. This is likely to involve incidents of confrontation where communication, dynamic risk assessment, and officer safety skills will be essential.
9. To support and safeguard any vulnerable individuals encountered during their working day.
10. To identify and problem solve community safety issues, for example relating to public noise nuisance and illegal street trading.
11. To proportionately use of any policing powers delegated under the Community Safety Accreditation Scheme (where in operation and accredited).
12. To undertake casework and gather evidence in pursuance of enforcement action. This may include use of body worn video and providing or obtaining verbal/written statements in support of any legal action.
13. To attend court and give evidence as is necessary in support of any criminal or civil proceedings.
14. To complete regular returns, pocketbook entries and casefiles as required.
15. To appropriately gather and share community intelligence within the Council and with our partners.
16. To build good working relationships with others, both inside and out of the Council, in support of Integrated Enforcement.
17. To contribute to multi-agency enforcement operations and action days.
18. To carry out needs assessments with rough sleepers and make any referrals as directed.
19. To support community safety/enviro-crime awareness and campaigns, promotions including liaison with local business and schools.
20. To provide basic crime prevention advice to reduce criminality.

21. To prepare and deliver basic written reports and presentations on enforcement work undertaken and making use of statistical information.
22. To make effective and efficient use of computer systems to appropriately record and process information, for example case progression.
23. To carry out duties and responsibilities in compliance with the General Data Protection Regulation 2018 (GDPR).
24. To participate in in-service training as appropriate in order to maintain occupational and operational competence.
25. To actively promote/support the Council's Values, our Equal Opportunities, Customer Care, Environmental and Health & Safety policies and duties.
26. To appropriately use (and maintain as appropriate) any vehicle, uniform, or other equipment provide available in support of duties being performed, for example personal radios and body worn video.
27. To carry out any other work appropriate to the level, general nature of the post's duties and which is appropriately risk assessed.

Designation of post to which post holder normally reports: PO2 – SS CE Supervisor

Person Specification

Job Title	Safer Spaces Enforcement Officer
Grade	SO1
Service/Section	Safer Spaces
Directorate	Housing and Safer Communities

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
A working knowledge of relevant enviro-crime and anti-social behaviour legalisation and ability to apply this.	D
A basic understanding of the main issues, objectives, and legal framework for community safety and crime prevention / reduction.	D
Skills and Abilities	
Ability and willingness to undertake highly visible, enforcement patrols, including during hours of darkness, in inclement weather and on overtime as required.	E
Ability to build good working relationships with others, both inside and out of the Council, in support of Integrated Enforcement.	E
Ability to communicate effectively, both in writing and verbally, with a diverse range of people.	E
Ability to manage challenging situations including those involving confrontation.	E
Already holds or willing to undertake Non-Police personnel level 2 vetting.	E
Experience	
Proven experience in a front-line community safety, enviro-crime or enforcement type role.	D
Equal Opportunities & Values	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to the Council's values and ability to put into practice in the context of this post.	E