

Hart job description and person specification

Job Description

Job title

Technical Assistant - Fly-Tipping Enforcement (2 Year Fixed Term)

Department

Place Service

Grade

Grade E

Salary

£29,093 - £32,115

Manager

Environmental Health and Licensing Contract Manager

Job summary

The post will support the Environmental Health team with the enforcement of fly-tipping across Hart District

- Taking a leading role in the enforcement and prosecution of fly-tippers.
- Work with the internal communications team to support the development of Hart's engagement and communications surrounding the issue of fly-tipping.
- Play a key role in developing and implementing a fly-tipping action plan.
- Raise awareness of fly-tipping, and seek to provide deterrents to environmental crimes

Main responsibilities and activities

1. To act as a lead officer in the investigation of environmental and waste offences under Environmental Protection Act 1990, Anti-social Behaviour Crime and Policing Act 2014, and associated legislation, taking appropriate enforcement action where required.

2. To work closely with the councils Communications team to help develop a strategic approach to communications surrounding fly-tipping. Promoting local engagement, and wider public education. Working with key stakeholders, and utilising all forms of media, to educate, and promote strategic objectives.
3. To work with key stakeholders to help develop and deliver Hart's fly-tipping strategy
4. Investigate waste and fly-tipping related statutory nuisance, and public health service requests
5. Undertake Inspection of premises and land taking appropriate enforcement action where required
6. Support the Council in dealing with waste crime, best practice enforcement, and information sharing
7. To undertake proactive and targeted C.C.T.V monitoring. Deployment of deterrent measures
8. To plan and organise own workload within the general priorities set out for the service and the fly-tipping strategy
9. Investigating waste and environmental health related service requests notified to the team
10. Investigate alleged breaches of environmental law associated with waste and its disposal, including visiting sites where fly-tipping has been reported and examining waste for evidence
11. Take enforcement action as necessary to ensure compliance with statutory obligations. This may include collecting and collating evidence of alleged offences, serving notices, taking witness statements and undertaking interviews under caution, preparing case files and acting as a witness in court when necessary
12. Issue Fixed Penalty Notices in accordance with Harts policies and procedures
13. Share information and intelligence with internal and external customers regarding suspected waste offenders
14. To raise public awareness of environmental and waste crimes. Producing an active programme of media released and educational materials
15. Maintain an active programme of risk based C.C.T.V monitoring
16. Recommend appropriate course of action to the Environmental Health and Licensing Contract Manager or Principal Environmental Health Officer
17. Undertake inspections and interventions in premises which are the subject of legislation enforced by the Environmental Health team
18. Maintain knowledge and awareness of professional and technical developments within relevant disciplines of fly-tipping, environmental health, and waste enforcement

19. Attend multi-agency meetings with key stake holders in fly-tipping
20. Provide a high-quality service for our residents, staff, managers, and external partners.
21. Make customers feel warm, welcome, wanted, and cared for when they are interacting with you.
22. Promote the **HART Values** by:
 - Being **helpful**
 - Being **approachable**
 - Being **responsive**
 - **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

Standard Clauses

- To work in an internal and external customer related way in accordance with the Council's core HART values, and in accordance with adopted procedures and good practice.
- To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.
- To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures, and legislation.
- To comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.
- All employees have a responsibility to ensure they take a vigilant approach at all times to safeguard members of the public, colleagues, and themselves and that they follow adopted procedures and good practice to aid in the identification and effective reporting of any safeguarding concerns.
- In the event of a Civil Emergency to take on any new roles and responsibilities allocated by Leadership Team, and to be available to undertake any training that maybe required to fulfil this role.

Hart District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must cooperate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

This is not a complete list of all the responsibilities and activities of the job. Some responsibilities and activities may change to meet service needs. These changes will be discussed with the post holder and will not significantly affect the nature or level of responsibility or job grade.

Person specification



Job title

Technical Assistant- Fly-Tipping Enforcement (2 Year Fixed Term)

The HART Values

We aim to recruit candidates who are committed to our core values. We want customers to feel warm, welcome, wanted and cared for when interacting with Hart District Council.

To achieve this, all staff should promote the **HART Values** by:

- Being **Helpful**
- Being **Approachable**
- Being **Responsive**
- **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

The following table sets out the essential and desirable attributes we are seeking for this role.

Attributes	Essential	Desirable	Evidence
Education and qualifications		Education to degree level Member of Chartered Institute of relevant profession at Practitioner level or above	Application form and certificate

Attributes	Essential	Desirable	Evidence
Experience and knowledge	<p>Experience working in a relevant field</p> <p>Experience of liaison and negotiation with partners including voluntary agencies</p> <p>Knowledge of best practice in Local authority or environmental crime enforcement</p> <p>Committed to providing high-quality customer service</p>		Application form and interview

Attributes	Essential	Desirable	Evidence
Skills and abilities	<p>Excellent communication skills, including written communication skills, delivering presentations, and effective use of social media</p> <p>Ability and confidence to organise, arrange and administer multi-agency meetings</p> <p>Ability to analyse and interpret data</p> <p>Computer literate and proficient in Microsoft Office software</p> <p>Ability to make customers feel warm, wanted, welcome and cared for</p> <p>Ability to take ownership of tasks, challenges, and problems to achieve an appropriate outcome</p>	Good project management skills	Application form and interview

Attributes	Essential	Desirable	Evidence
Personal qualities	Innovation and drive Ability to work under pressure and manage a heavy workload Ability to work as part of a team and/or alone and use own initiative Commitment to professional and personal development Ability to manage own time Commitment to delivering the best possible services for residents, and internal and external customers		Application form and interview
Other working requirements	Access to a car for work purposes	Ability to attend meetings out of usual working hours	Application form and interview

Signatures:

Job-holder

Manager