



Job description	
Job title	Environmental Enforcement Officer
Grade	Band H
Directorate	Community Cohesion
Section/team	Environmental Health Service
Accountable to	ENVIRONMENTAL HEALTH TEAM LEADER (DOMESTIC)
Responsible for	Carrying out a wide range of Environmental Enforcement and Behaviour Change Duties
Date reviewed	March 2021

Purpose of the job

The Environmental Enforcement Officer will support the Environmental Health Team Leader and the wider Environmental Health Service by providing technical assistance and carrying out enforcement work in relation to Environmental Health and Environmental Crime under the immediate direction of a Senior Environmental Enforcement Officer.

The post holder will help deliver an intervention programme which tackles environmental cleanliness and environmental crime issues at problem sites and locations across the Borough.

Duties and responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To assist with the implementation of environmental education programmes to include working with the wider Environmental Sustainability Service to deliver educational activities within the local schools and community.
2. To assist in delivering targeted campaigns and utilising local intelligence to raise awareness and change behaviours. This includes engaging with residents and businesses to raise awareness of environmental issues and how they can and should play a part in



improving environmental quality and the consequences of not complying with their duty of care.

3. To investigate complaints from residents, members of the public and businesses concerning fly tipping, litter, accumulation of waste, pest control and other general nuisances.
4. To carry out proactive patrols of the Borough when directed, in order to identify and respond to nuisance and environmental concerns.
5. Where directed, to undertake surveys of identified environmental crime hot spot areas, develop education and enforcement strategies and communicate these as appropriate to residents, property owners, businesses, elected member and others in Knowsley.
6. Carry out a range of enforcement activities including evidence gathering, preparing and service of legal notices and issuing fixed penalty notices.
7. Where necessary take action for non compliance e.g. arrange for work to be carried out in default, preparation of legal cases to prosecute for non compliance and attend court to give evidence where directed.
8. To have knowledge of legislation and policies relating to a range of environmental enforcement matters and to provide guidance and advice to Elected Members, residents and businesses as requested.
9. To support the Environmental Health Team Leader in the development of policies and procedures, making use of best practice, innovative solutions and enhanced enforcement powers.
10. Support the Council in the implementation of its Environmental Enforcement Strategies and action plans.
11. To support the Environmental Health Team Leader in tackling problem sites and developing neighbourhood action plans.
12. To utilise a range of technical equipment required to carry out the job including, CCTV, mobile information technology devices etc.
13. To undertake work in relation to a wide range of environmental enforcement issues including inspection of properties, industrial and domestic sites, liaising with residents, elected members, other teams or other agencies and complying with relevant legislation and procedures.
14. To undertake work to review planning consultations to determine environmental health impacts of proposed developments and draft responses as required.



15. If instructed, to support the service in relation to the collection of stray dogs and transportation to kennels.
16. To undertake work in relation to the Service and Council's response to major incidents and emergencies as directed.
17. To encourage the volunteer groups to help and support environmental improvements.
18. To undertake duties of a similar nature and commensurate with the grade as may be assigned from time to time by the Environmental Health Team Leader or Environmental Health Service Manager.

Health and safety

- To undertake appropriate and up to date training in the use of any equipment required in order to discharge the duties and responsibilities of the post.
- To use equipment as instructed and trained.
- To inform the Service Manager of any breach of health and safety issues or indeed of any situations or events which it is considered could place individuals in danger.
- To ensure that as an individual the post holder is aware of the issues of lone working and acts in accordance with any training briefing or advice given.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.



The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.



Knowsley Council