

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Waste Enforcement Officer	Grade: PO1 (subject to Job Evaluation)
Section: Inspection and Enforcement	Directorate: ECS
Responsible to following manager:	Responsible for following staff: NA
Post Number/s: POS000258, POS000259, POS000260	Last review date: November 2025

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

Responsible to the Inspection and Enforcement manager the post holder will be part of a team responsible for enforcement of waste management legislation.

The main responsibility for the role is to reduce the amount of unregulated waste and litter in the Borough by enforcing waste management legislation.

Specific Duties and Responsibilities

Responsible for investigating, obtaining evidence and reporting on offences against waste management legislation. Waste management legislation includes, without limitation, Public Health Acts, the Control of Pollution Act 1974, the Refuse Disposal (Amenity) Act 1978, the Environmental Protection Act 1990, the Dogs (Fouling of Land) Act 1996, Highways Acts, LCC (General Powers) Acts, GLC (General Powers) Acts, London Local Authorities Acts, Clean Neighbourhoods and Environment Act, Street Trading Regulations and Borough Byelaws.

Carry out interviews, give cautions, record and make statements as required for criminal proceedings in accordance with the Police and Criminal Evidence Act 1984 for offences against waste management legislation. Ensure that all material obtained as evidence is recorded and safeguarded so that it is acceptable in Court.

Advise residents, businesses, street traders and others of the application of waste management legislation instead of initiating criminal proceedings.

Use CCTV to investigate, pursue and prosecute fly tipping, littering and other offences.

Issue Fixed Penalty Notices (FPNs) as required for offences against waste management legislation.

Attend court and give evidence as required for offences against waste management legislation.

Report on any apparent illegal or unauthorised street trading.

Inspect and report whether trading was being carried out, and infringements of the Street Trading Regulations, on specified Street Trading pitches.

When tasked, carry out other duties with a similar level of responsibility in support of the functions of the Inspection and Enforcement Team.

Use computers and terminals to enter and extract data required for, or in support of, any of the functions.

Make written and verbal reports on the performance of the functions.

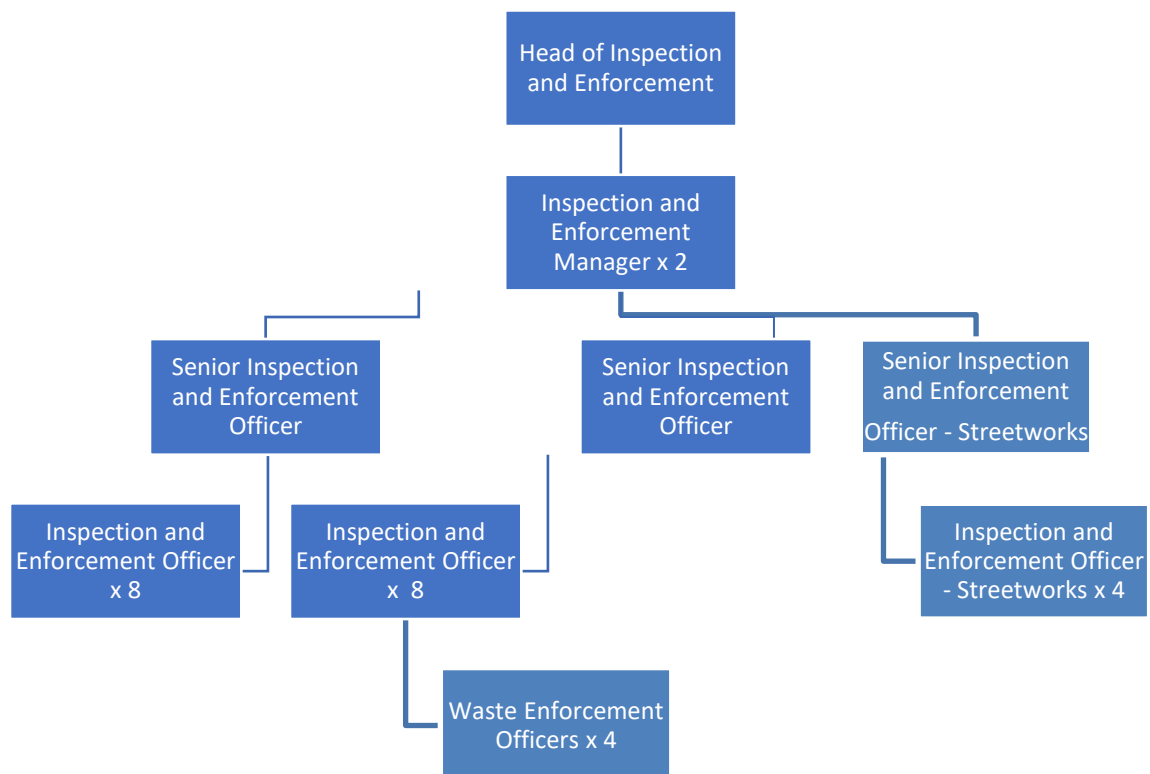
Maintain records on the performance of the functions.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.

- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Team structure



Person Specification

Job Title: Waste Enforcement Officer	Grade: Po1
Section: Inspection and Enforcement	Directorate: ESC
Responsible to:	Responsible for:
Post Number/s: POS000258, POS000259, POS000260	Last Review Date: November 2024

Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge and understanding of waste enforcement and street trading legislation including: Sections 33, 34, 46, 47, 87 and 88 Environmental Protection Act 1990, Sections 1, 5 and 6 Control of Pollution Act 1989, Sections 20, 22, 34 and 38 London Local Authorities Act 1990 and relevant Sections of The Clean Neighbourhoods and Environment Act 2005 relating to litter and waste.	Y		A/I

A general understanding of the waste management industry and the ability to work effectively with contractors, other departments and enforcement agencies.	Y		A/I
Knowledge of CCTV, both covert and overt, and an understanding of it's applications in an enforcement environment.		Y	A/I
Proven knowledge and experience of IT packages, including Microsoft Office (Word, Excel, and Outlook) with the ability to use databases to record work.	Y		A/I
Ability to acquire an excellent geographical knowledge of the Borough.	Y		A/I
Effective oral and written communication skills in order to make reports, deal with telephone calls and answer correspondence. Well organised with the ability to effectively manage own workload with minimum supervision.	Y		A/I
Experience	Essential	Desirable	Assessed
Proven enforcement experience including gathering evidence, statement taking, issuing fixed penalty notices, preparing case papers, and giving evidence in court.	Y		A/I
Knowledge of the hazards involved in waste enforcement and experience of best practice in health and safety and safe working practices.		Y	A/I
Experience in customer care, complaint management and dealing with difficult or aggressive members of the public in an enforcement role.	Y		A/I
Experience of being flexible and adaptable to meet the business needs	Y		A/I
Experience of being an effective team player	Y		A/I
Skills	Essential	Desirable	Assessed
Ability to work independently using own initiative	Y		A/I
Ability to produce accurate work particularly when dealing with tasks simultaneously	Y		A/I
Full clean driving licence for manual vehicles with the ability to pass the council	Y		A

driving test and operate a vehicle in accordance with Council procedures.			
Qualifications	Essential	Desirable	Assessed

A – Application form / CV

I – Interview

T – Test

C - Certificate