**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Trainee Inspection and Enforcement Officer | **Grade**:  Scale 5 to Scale 6 |
| **Section:**  Inspection and Enforcement Section | **Directorate:**  Environment and Community Services |
| **Responsible to following manager:**  Inspection and Enforcement Manager | **Responsible for following staff:**  Not applicable |
| **Post Number/s:** | **Last review date: April 2022** |

**Working for the Richmond/ Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement 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.

The Shared Staffing Arrangement 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:**

Reports to the Inspection and Enforcement Manager for providing proactive cyclic highway inspections and other related highway services covering Utility activities under NRSWA, abandoned vehicles, highway enforcement, enforcement of waste management legislation.

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Carries out the above in accordance with appropriate legislation including; the New Roads and Street Works Act 1991; the Traffic Management Act 2004; the Control of Pollution Act 1974; the Refuse Disposal (Amenity) Act 1978; the Environmental Protection Act 1990; The Highways Act 1980; The Clean Neighbourhood and Environment Act 1990; the Town and Country Planning Act; Street Trading Regulations and Borough Byelaws.

**Specific Duties and Responsibilities:**

Assists the Inspection & Enforcement officer to do the following tasks; up to the point where the trainee can undertake the duties unsupervised, with good understanding, and the ability to apply themselves effectively to the tasks.

1. Carry out cyclic and ad-hoc inspections of public highway to identify and record highway defects that meet the Councils criteria for repair, issue repair orders to Council’s maintenance contractor and undertakes monitoring of completed works. Reports upon condition of highways including street furniture, collates information and presents results to Head of Inspection and Enforcement for appropriate action.
2. Inspects licensed and unlicensed highway activities such as skips, building materials, hoarding and scaffold licenses, conveyors, and issues Fixed Penalty Notices for licence infringements as necessary.
3. Initiates rechargeable orders as necessary to recover Council’s costs for repairs to damaged public highways or recovery of Council’s costs for provision of services i.e. lamping call-out charges and cutting back of overgrown foliage.
4. To investigate, obtain evidence and report on offences against waste management legislation and highway related offences and contravention of NRSWA; and issuing Fixed Penalty Notices (FPN’s) Defect Notices and Penalty Charge Notices (PCN’s) for offences.
5. Deal with obstructions of the public highway i.e. cars overhanging the highway. Investigate abandoned vehicles in the borough, label, investigate possible removal and prosecution. Ensure that all enforcement actions are strictly within any legislative restrictions, relevant codes or advice on best practice and that enforcement legislation is applied consistently and in accordance with the Council’s Enforcement Policy and Procedures.
6. Accompanies more senior officers on site visits for enforcement duties, including the despatch of warning letters, interviews under caution, preparation of Section 9 statements and submission of these documents to the Borough Solicitor for raising a prosecution.

7. Report any apparent illegal or unauthorised street trading and conduct inspections to determine if there have been any infringements of the Street Trading Regulations on specified Street Trading pitches.

8. Liaises with other departments, contractors, local authorities and police to agree programmes and to seek information and advice.

9. Carry out Sample Target and Defect Inspections (30%) under NRSWA legislation on a daily basis; including Section 74 and Safety Inspections and joint site meetings with utilities.

10. Undertake training by external bodies and gain (1) City & Guilds accreditation to Supervisor level to enable NRSWA and Permit Compliance Inspections, and (2) to gain LANTRA City & Guilds Highways Inspection accreditation.

11. Responds to correspondence, telephone and personal enquiries from Councillors, members of the public, builders / developers, statutory bodies and other local authorities as necessary.

12. Attendance in Court as the Council’s expert witness in prosecution cases and for accident claims.

13. Chase offenders who have not paid their Fixed Penalty Notices or Penalty Charge Notices within the relevant timescales.

14. Deputise for the Inspection and Enforcement officer in their absence

**Progression to Scale 6**

15. Inspect and report on the performance of the street cleansing service for specified sites, streets, beats or operations including; reporting on the performance of the refuse collection service for specified premises or streets as appropriate, issue ‘Rectification’, ‘Default’, and ‘Damages Notices’ for non-performance, according to the appropriate contract, when aware of a performance failure by a contractor.

16. To 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.

17. Supervise and carry out enforcement action for unlicensed Street Trading and unlicensed Tables and Chairs.

18. Issue instructions to contractor’s staff for works required under contract, including unspecified and /or emergency works and to other Council Departments for works required in support of the services

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* 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 the SSA’s policies, 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 role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

* Contribute to the boroughs Emergency Plans /Civic Contingency Plan when required including working out of hours service in support of winter service provision, stand by and the provision of depot access out of hours service.

**Current team structure**

**Person Specification**

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**Our Values and Behaviours**

**THINK BIGGER**

**EMBRACE DIFFERENCE**

**CONNECT BETTER**

**LEAD BY EXAMPLE**

**PUT PEOPLE FIRST**

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

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| **Person Specification Requirements** | **Assessed by A &**  **I/ T/ C (see below for explanation)** |
| **Knowledge** | |
| Must have a basic understanding of appropriate legislation relating to the role of Inspection and Enforcement i.e. NRSWA, TMA, Highways Act, EPA, TCPA etc., |  |
| Must have an understanding of relevant legislation; including Health and Safety at Work, Police and Criminal Evidence Act to progress court cases or demonstrate ability to acquire this knowledge. |  |
| **Experience** | |
| Must have the ability to undertake inspection and enforcement activities and have a basic knowledge of inspection procedures and requirements for maintaining the street scene, including the practical application of legislation. |  |
| Ability to use hand-held data capture devices to retrieve and input data. |  |
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| Must be able to compile reports. |  |
| Must be able to prioritise workload to meet often conflicting deadlines. |  |
| **Skills** | |
| Must be able to communicate effectively both orally and in writing with Members, staff, members of the public, contractors and outside organisations. |  |
| Must be able to get around the Borough. |  |
| Must be able to deal successfully with difficult situations. |  |
| Must be able to attend work outside of normal working hours and participate in the Council’s emergency response duty. |  |
| Must be physically able to undertake walked inspection of 6-8 kilometres per day. |  |
| **Qualifications** | |
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**A – Application form**

**I – Interview**

**T – Test**

**C – Certificate**