

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Inspection and Enforcement Officer	Grade: SO2-PO2
Section: Inspection and Enforcement	Directorate: Resident Services
Responsible to following manager: Inspection and Enforcement Manager	Responsible for following staff: NA
Post Number/s:	Last review date: July 2026

Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

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, and highway enforcement.

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:

1. Carry out cyclic and ad-hoc inspections of public highway to identify and record highway defects that meet the Council's 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 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. Carries out other 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.
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

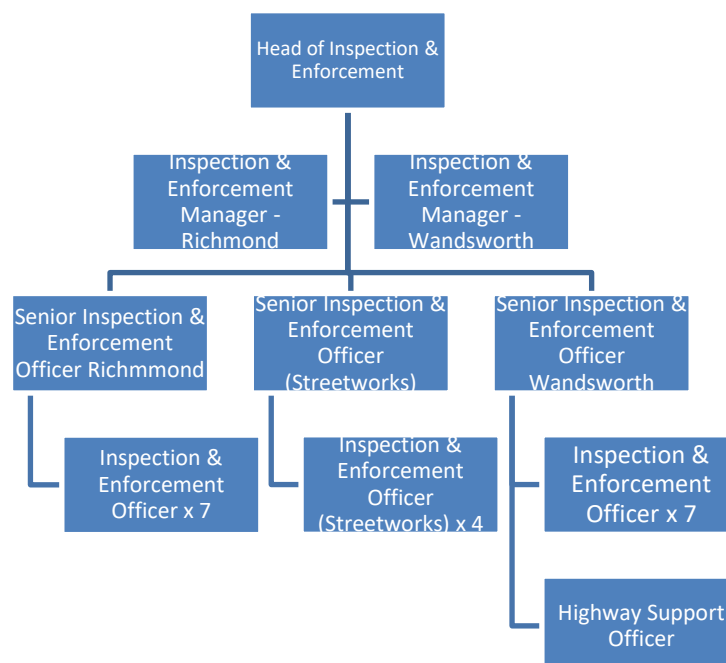
- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.

- 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.

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.

Team structure



Person Specification

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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
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.	E		A/I
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.	E		A/I
Experience	Essential	Desirable	Assessed
Must have the ability to undertake inspection and enforcement activities and	E		A/I

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.	E		A/I
Able Must be able to compile reports.		D	A/I
Must be able to prioritise workload to meet often conflicting deadlines.	E		A/I
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.	E		A/I
Skills	Essential	Desirable	Assessed
Must be able to communicate effectively both orally and in writing with Members, staff, members of the public, contractors and outside organisations.	E		A/I
Must hold a full valid driving license.	E		A/I
Be able to deal successfully with difficult situations.		D	A/I
Qualifications	Essential	Desirable	Assessed

A – Application form / CV

I – Interview

T – Test

C - Certificate