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Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Inspection and Enforcement Officer	Grade: SO2 - PO2
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 2016

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 and reporting on the Council's waste management and



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cleansing services and enforcement of byelaws relating to commons, pleasure grounds open spaces, moorings and camping.

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. 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.
2. To undertake site visits, 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.
3. 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.
4. 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.
5. Carries out cyclic and ad-hoc inspections of public highway to identify and record highway defects that meet the Council's criteria for repair, issues 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.
6. Responds to correspondence, telephone and personal enquiries from Councillors, members of the public, builders / developers, statutory bodies and other local authorities as necessary.
7. Participates as a member of the Client Side Winter Service Provision, including rostered out of hours standby during winter season. Participates as a member



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of the Council's team for responding as directed on major / minor / civil emergencies. Directs and monitors contract staff engaged on highway activities.

8. 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.
9. 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.
10. Report on any material, incident or occurrence affecting the cleanliness of the Borough, the refuse collection services, the street cleansing services or street trading observed whilst on duty, whether or not specified in a contract – this will include misuse of waste management services, graffiti and fly-posting.
11. Liaises with other departments, contractors, local authorities and police to agree programmes and to seek information and advice.
12. 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.
13. 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.

Progression to PO1

14. Attendance in Court as the Council's expert witness in prosecution cases and for accident claims.
15. 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.



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

Progression to PO2

17. Deputise for the Inspection and Enforcement Manager in their absence.
18. Supervise and carry out enforcement action for unlicensed Street Trading and unlicensed Tables and Chairs.
19. 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

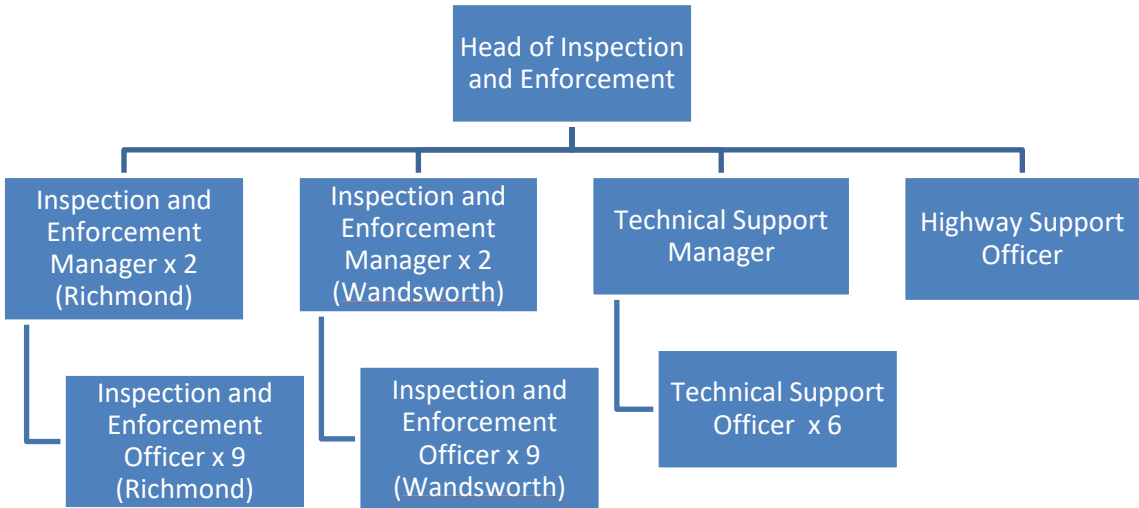
- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated 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





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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements		Assessed by A & I/ T/ C (see below for explanation)
Knowledge		
Must have demonstrable working knowledge of appropriate legislation relating to the role of Inspection and Enforcement i.e. NRSWA, TMA, Highways Act, EPA, TCPA etc.		A/I
Experience		
Must have experience of or ability to undertake inspection and enforcement activities and have a thorough knowledge of inspection		A/I



procedures and requirements for maintaining the street scene including the practical application of legislation.	
Must have experience of using hand-held data capture devices to retrieve and input data.	A/I
Must have experience of using relevant legislation; including Health and Safety at Work, Police and Criminal Evidence Act to progress court cases.	A/I
Must be able to compile detailed reports.	A/I
Must be able to prioritise workload to meet often conflicting deadlines.	A/I
Skills	
Must be able to communicate effectively both orally and in writing with Members, staff, members of the public, contractors and outside organisations.	A/I
Must be able to deal successfully with difficult situations.	A/I
Must be able to attend work outside of normal working hours and participate in the Council's emergency response duty.	A/I
Must be physically able to undertake walked inspection of 6-8 kilometers per day.	A/I
Qualifications	
Must be NRSWA accredited to Supervisor level.	C

A – Application form**I – Interview****T – Test****C – Certificate**