

## Job Profile: Enforcement Officer III

### Role Information

Field	Details
Reference Number	MUL121
Role Title	Enforcement Officer III
Directorate	Multiple
Department	Multiple
Reports to	

### Role Purpose

To enforce the Council's powers with regards to specific legislation, to ensure the communities and environments of BCP are safe and protected. Enforcement activity will be focused on complex reactive and proactive enforcement that entails interpretation and judgement in more complex investigations, as well as greater involvement in formal legal enforcement proceedings.

### Accountabilities

- Undertake inspections as part of a prioritised inspection regime, to check compliance with regulations, licence requirements and legislation.
- Respond to complaints and reported incidents of unauthorised, anti-social, unlicensed, or illegal activity to address and resolve issues in line with enforcement procedures.
- Investigate contraventions to compile a prosecution report that enables formal enforcement. This includes conducting PACE interviews, taking witness statements, and obtaining evidence in line with best practice.
- Determine how to proceed with cases using judgement, to reach a justifiable and robust solution. This will focus on gaining the co-operation of the offender and taking formal actions as appropriate, including issuing cautions and serving legal notices/orders/demands, and initiating legal proceedings.
- Specify remedial actions to be taken by the offender or involved party, so that statutory requirements are met.
- Engage, advise and educate involved parties of their responsibilities and legislative requirements in order to improve their understanding, ensure compliance, and address issues at an early stage.
- Co-ordinate the Council's response to resolving issues or undertaking remedial works where that may involve multiple departments.
- Give testimony and expert witness evidence at hearings and criminal prosecutions.
- Maintain up to date records so that information is accessible, auditable, and able to be used in further proceedings.

### **Knowledge / Skills / Experience Required**

- Educated to Diploma or Degree standard or equivalent.
- Qualification or formal training in enforcement-related discipline.
- Detailed knowledge of a range of relevant legislation.
- Knowledge of enforcement techniques and best practice.
- Knowledge of PACE and RIPA.
- Experience of enforcement and legal proceedings.
- Ability to manage a case load.
- Ability to persuade and influence individuals to gain their co-operation and compliance, including using tact and professionalism to diffuse confrontational situations.

### **Dimensions of Role**

This role does not have any supervisory or management requirements.

This role does not manage any direct budgets.

Planning will typically be over days and weeks.

### **Working Conditions**

- Due to a combination of desk work and inspection/enforcement visits, the role will entail a variety of sitting, standing and walking.
- As part of inspections and enforcement, the role may need to enter environments with unpleasant conditions that expose them to dirt, smells, dust, and hazardous substances.
- In undertaking enforcement activity, the role holder is likely to experience challenging or confrontational behaviour, and will have to deal with conflict. This may be in person or through formalised written communication and enforcement channels.

### **Working Arrangements**

No specified working arrangements outside of a normal working pattern.