



Role Profile

Reference Number	MUL120
Role Title	Enforcement Officer II
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 both reactive and proactive enforcement, with a requirement to engage with involved parties to encourage compliance as well as undertaking formal legal actions.

Accountabilities

- Undertake routine inspections to check compliance with specific regulations, licence requirements and legislation.
- Attend reported incidents of unauthorised, unlicensed, or illegal activity to address issues according to defined enforcement procedures.
- Investigate contraventions and obtain evidence in line with procedures and best practice, to support legal action where prosecution is required.
- Take formal actions as appropriate in line with defined policies and procedures, including serving legal notices/orders/demands.
- Engage, advise and educate involved parties of their responsibilities and legislative requirements in order to improve their understanding and encourage compliance.
- Notify other agencies or Council operative teams to arrange remedial work or resolve issues.
- Attend and give evidence at court hearings as required.
- 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 A Level / NVQ3 or Diploma level or equivalent.
- Detailed knowledge of relevant specific legislation.
- Knowledge of enforcement processes and procedures.
- Ability to plan and prioritise workload according to demands and requirements.
- 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.

Notes

Date:	01/02/2021
Working Conditions:	<p>Aspects of the role that have a material impact on the nature of the job, once all reasonable actions have been taken to moderate or eliminate them:</p> <ul style="list-style-type: none"> • 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 exposure 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:	<ul style="list-style-type: none"> • No specified working arrangements outside of a normal working pattern.