

Job Description & Person Specification

Role:	Environmental Education & Enforcement Officer
Reports to:	Grounds Manager
Salary:	Grade 5 SCP 15-17 £30,024 - £31,022 £24,343 - £25,153 Pro Rata; £15.56 per hour
Contract:	Permanent part-time, 30 hours per week

Purpose of the role

This is a permanent job, working with a diverse range of people across Falmouth, including community groups, residents, visitors, councillors, organisations, and businesses. The job will involve evening and weekend work and require call out.

Duties will include delivery of the Council's environmental and enforcement services in an innovative and constructive way to tackle common environmental issues. These include littering, fly-tipping, dog waste, and beach and shoreline issues.

Duties and responsibilities

1. Identifying, investigating and taking action to rectify contraventions of the Environmental Protection legislation. This includes dog fouling offences, dogs off leads offences, fly-tipping, graffiti, littering and shoreline issues such as pollution of our beaches, fires and other by-law and Public Space Protection Order associated matters.
2. Issuing advice, informal warnings, formal cautions, and Fixed Penalty Notices. Supporting people to make more informed decisions about their actions and the impact of those actions in the future.
3. Conducting investigations, which may require conducting interviews and taking statements under the stipulations of the Police and Criminal Evidence Act 1984 (PACE).
4. Undertaking training and attending briefings to improve personal understanding of the impact of pollution and behaviours on the environment. Learning about local flora and fauna in order to better communicate and raise awareness in users of our amenity and public spaces of the unique environment in and around Falmouth and the benefits in supporting it.
5. Liaising with a range of stakeholders including residents, traders, visitors, colleagues, including the Environment Projects Officer, organisations, and community initiatives regarding environmental and sustainability matters to help understand shared ambitions and be an advocate for change within the community.
6. Liaising and working with Cornwall Council Officers and contractors in regard to investigation enforcement and community awareness matters and initiatives.
7. Liaising and working with the Falmouth University and the University of Exeter in Cornwall regarding investigation enforcement, community awareness and property matters for student accommodation including working closely with the Student Warden initiative.

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8. Liaising and working with colleagues including the Grounds and Facilities Teams and the Town Manager on trader awareness and enforcement matters pertaining to the Town's trading environment.
9. Working with community groups including advising residents on the storage and collection of refuse and recycling and engaging with and presenting to local schools on environmental issues.
10. Reviewing and monitoring local public realm CCTV in accordance with the Council's policies.
11. Assisting with event management including marshalling duties, traffic management, signage, barriers.

General

1. Undertaking all duties in accordance with Council Policies, in particular those relating to Data Protection, Information Security, Financial regulations, Customer Care and Equal Opportunities.
2. Undertaking any duties regarding health, safety and wellbeing at work.
3. Undertaking any relevant training.
4. Being aware of your responsibility under Health & Safety law, taking reasonable care of yourself, your colleagues, other contractors and members of the public at all times whilst at work.
5. Undertaking risk assessments, complying with safe systems of work and actively promote a safety culture within the workplace.
6. Always represent and promote the service and the Council positively.
7. Carry out any other such duties as may be required by the Council from time to time, commensurate with the grade of the post.

Person specification

Criteria	Essential	Desirable	Method of assessment
Experience and knowledge	<p>Proven experience of dealing with people in a positive and educative way</p> <p>Experience of dealing with confrontational situations</p>	<p>Experience of taking witness statement</p> <p>Experience in an enforcement role</p> <p>Knowledge or experience of local government and its place supporting the local community</p>	<p>Application form</p> <p>Interview</p>

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Criteria	Essential	Desirable	Method of assessment
Personal attributes	Risk aware, thinks safety first Good work ethic Good communication skills and is courteous and polite	Passionate about Falmouth Innovative in dealing with problems	Application form Interview

Criteria	Essential	Desirable	Method of assessment
Skills and abilities	Excellent interpersonal and customer care skills Ability to work effectively alone and as part of a team Proven ability to educate people about the impact of their behaviours and inspire them to change	Knowledge of, and willingness to engage in, briefings on environmental matters, nature, biodiversity to impart knowledge to communities and the public in an informative and engaging way	Application form Interview

Criteria	Essential	Desirable	Method of assessment
Education and training	Good written and presentational skills English and Mathematics GCSE or equivalent Ability to undertake and successfully complete Community Safety Accreditation Scheme training and briefings	Events marshalling Risk management	Application form

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Criteria	Essential	Desirable	Method of assessment
Special circumstances	<p>Willing to work irregular hours including evenings & weekends and be on call if necessary. Able to adjust your work pattern so these duties are covered as part of your normal working week.</p> <p>Full, valid driving licence (to meet essential driving requirement of the role)</p> <p>Successfully undertake authorisation and vetting for the Community Safety Accreditation Scheme and other requirements (to enable enforcement authorisations)</p> <p>This position is subject to a DBS criminal records disclosure check</p> <p>Commitment to continuing professional development</p>		Application form