



## **FALMOUTH TOWN COUNCIL**

### **JOB DESCRIPTION**

#### **Environmental Education and Enforcement Officer**

**Grade 3/4 SCP 14-21 Pro Rata**

**21 Hours per week**

**RESPONSIBLE TO: Grounds & Facilities Manager**

**MAIN RESPONSIBILITIES will include:**

1. To be aware of your responsibilities under Health and Safety law, taking reasonable care of yourself, your colleagues, other contractors and members of the public at all times whilst at work. You should be familiar with the process of risk assessment, comply with safe systems of work and should actively promote a safety culture within the workplace.
2. To assist with event management including marshaling duties, traffic management, signage, barriers etc.
3. To work during weekends and evenings.
4. To drive Council vehicles in a courteous and safe manner in accordance with the Council's Authorised Driver Policy and ensuring all are kept clean and tidy.
5. To adhere at all times to the policies and instructions of the Council.
6. To identify, investigate and take action to rectify contraventions of the Environmental Protection legislation including: 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. To issue advice, informal warnings, formal cautions and issue Fixed Penalty Notices.
7. To provide an educative approach to the above in order to support people make more informed decisions about their actions and the impact of those actions in the future.
8. To conduct investigations, which may require conducting interviews and taking statements under the stipulations of the Police and Criminal Evidence

Act 1984 (PACE).

9. To be a visible and interactive presence for the Town Council in regard to residents, traders and visitors.
10. To liaise and work with Cornwall Council Officers and contractors in regard to investigation enforcement and community awareness matters and initiatives.
11. To liaise and work with the Falmouth University and the University of Exeter in Cornwall in regard to investigation enforcement, community awareness and property matters for student accommodation.
12. To liaise and work with the Town Manager on trader awareness and enforcement matters pertaining to the Town's trading environment.
13. To work with the Grounds and Facilities Team regarding its work for the Council.
14. To review and monitor local public realm CCTV in accordance with the Council's policies.
15. Advising residents on the storage and collection of refuse and recycling.
16. To liaise with colleagues, including organisations, community initiatives and the Universities, with regard to environmental and sustainability matters to help understand shared ambitions and be an advocate for change within the community.
17. To undertake training and attend briefings to improve personal understanding of the impact of pollution and behaviours on the environment, and to learn 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.
18. The above list is an example of the duties and there will be other duties that might reasonably be required commensurate with the role.