



District of **easington**.

Appendix 1

*Community Services Directorate
Environmental Health & Licensing Manager Services Unit*

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| Job Description | Project Officer - Enforcement Team |
| Grade | 8 |

Principle Function

Reporting to the Environmental Services Manager the Project Officer will work exclusively in the North Peterlee Pathfinder Area working on a project to reduce criminal damage and secondary deliberate fires through environmentally based improvements, education and enforcement.

The primary duties and responsibilities of the post are set out below and whilst these are numerous the list is not meant to be totally comprehensive. However it can be used as a clear guide to the detailed nature and role that the post holder will be expected to cover in the course of his or her daily work.

Primary duties and responsibilities

- To work in the North Peterlee Pathfinder area on a project to reduce criminal damage and secondary deliberate fires through environmental improvements
- Identify environmental improvement schemes that will assist with the reduction of the projects primary objectives and facilitate their completion.
- To working on the ground identify criminal damage and secondary fire catalysts and work with other agencies to effect their swift removal.
- To issues notices in relation to a wide range of environmental issues including accumulation, open buildings, waste, litter and aspects being detrimental to the amenity of the area.
- To issue Notices in relation to a wide range of issues including statutory nuisances, empty premises, waste, litter, dog fouling etc.
- To gather evidence regarding offences. To prepare statements and act as a witness in court as required.
- To provide direct intervention to where necessary action.
- To arrange and go to meetings with residents, businesses and associations to promote the intervention.
- Set up and chair a community involvement group linked to the intervention
- Write reports and collate stats for returns including the Pathfinder Quarterly Report, Scrutiny Committee among others

- Work with various agencies including, Pathfinder, probation service, clean & green teams, fire service, police, East Durham Homes along with others.
- Prepare and deliver educational material to landlords, residents, businesses and schools to impact on criminal damage and secondary fires.
- Prepare standard operating procedures for areas of work and deliver training to other personnel.
- Evaluate the project on an ongoing basis and complete a final evaluation project.
- To actively promote the intervention through press, newsletters and meeting with the local community
- Maintain good and positive communication with stakeholders
- To participate in joint enforcement operation/ protocols with the enforcement officers.
- To work to and meet/ exceed the targets set out in the funding application
- Develop new initiatives to compliment the intervention
- To undertake or assist with special project work as appropriate or required.
- To attend Committee and present reports as appropriate or necessary in connection with the post holder's own work area.
- To represent as appropriate or required the Environmental Enforcement Manager in their absence including attendance at meetings, the supervision of subordinate staff and the allocation of work.
- To carry out any other duties not specified above, but which in agreement with the post holder, are considered to fall within the broad remit and nature of the post holder's grade and responsibilities.