

## JOB SUMMARY

<b>Post Title</b>	<b>Team Leader – Environment Officers</b>						
<b>Job Family</b>	<i>Service Delivery</i>	<b>Pay Range</b>	9	<b>Line Manager to others?</b>	<b>Yes /No</b>	<b>Role profile ref</b>	<i>SD09</i>
<b>Service Area</b>	<i>Waste and Public Realm</i>						
<b>Line Manager</b>	<i>Service Manager Waste and Public Realm</i>						
<b>Location</b>	<i>Agile / base County Hall</i>						

### Job Purpose

- To lead the Environment officers team and effectively manage the service
- To manage public space protection orders and renewals process
- To provide a uniformed presence in designated patrol areas of the Isle of Wight, to protect and enhance the Public Realm. Role will include area inspections, monitoring and enforcement activities to help provide a safe and well-kept environment.
- To support the Service Manager in ensuring all legislation and statutory undertakings are fulfilled.
- To support the Service Manager with the delivery of the Dog Service

### Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

1. To Lead the team and manage rota's to deliver an effective service over a seven day week.
2. To ensure business processes are streamlined and efficient for reporting inspections and managing the service deliver.
3. To carry out day-to-day site monitoring, inspection for various public realm areas and related contracts documenting findings, defects and any health and safety issues. Areas of inspection include;
  - o Play facilities within local authority parks
  - o Integrated grounds maintenance contract (parks and cemeteries)
  - o Parks, beaches and slipways cleaning contracts
  - o Allotments
  - o Identify issues and issue relevant enforcement under the Cleaner Neighbourhoods Act and Environmental Protection Act on local authority land.
4. To liaise with contract managers within the Waste, Public Realm, Environment and Climate services when required, reporting inspection of work to ensure compliance with specifications, standards of service, health and safety and appropriate use of equipment and working methods.
5. To document all inspections, identifying any issues, recommending solutions and reporting these as instructed by the Town, Parish or relevant Isle of Wight Council department.
6. To investigate waste management and environmental fly tips cases as and when required, coordinating any required improvement action
7. To respond to local member or town and parish council enquiries, referring all complex and sensitive matters that require a decision to the Recreation and Open Spaces Manager.
8. To work closely with bereavement services on the inspection and recording of headstone memorial testing and general grounds maintenance.
9. To provide dog warden out of hours call out duties on a rota (weekends)
10. To undertake education, inspection and enforcement action to reduce the incidences of littering, fly tipping, fly posting, graffiti, dog fouling and other forms of environmental nuisance.

### Knowledge, Skills and Experience

<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific groups.	<i>Liaising with town and parish councils, businesses and residents to ensure shared understanding of environmental compliance</i>	<b>E</b>	
In depth knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Good knowledge of other areas of the authority relevant to the service.	<i>Understand and be able to communicate effectively the regulations related to environmental enforcement, public Space Protection Orders and the Dog Service</i>	<b>E</b>	
Literacy and numeracy skills with proven	<i>Strong ability to gather relevant data, and</i>	<b>E</b>	

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ability to maintain accurate records and write clear, accurate and concise reports.	<i>maintain accurate inspection reports</i>		
Good ICT skills including use of Microsoft applications and specialist systems.	<i>Use of mobile devices and ICT equipment to undertake the role and identify means to streamline processes (e.g web forms) with a paperless digital first approach</i>	<b>E</b>	
Substantial practical experience demonstrating development through a series of progressively more demanding and relevant work roles. Relevant experience within the service area, working as part of team to meet service standards, targets and deadlines.	<i>Able to evidence experience working empathetic and supportively with town, parish and community councils, businesses and the community to achieve positive outcomes for environmental compliance and cleaner street scene</i>	<b>E</b>	
Good planning and organisational skills, with proven ability to use initiative, prioritise workloads, monitor and evaluate work and ensure deadlines are achieved.	<i>Must be able to plan service rotas and staff time effectively for the benefit of the service.</i>	<b>E</b>	

### Qualifications

<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
May require relevant certifications including evidence of fluency in English language.	Communications with members of the public, business and partners in verbal and written form is essential	<b>E</b>	
Educated to A level standard or equivalent or equivalent experience.	Minimum 4 GCSE including English and Maths plus relevant considerable experience in this area of work OR equivalent experience	<b>E</b>	
Relevant vocational / professional qualification.	Enforcement/dog handling/play inspections		<b>D</b>
Some monitoring and enforcement functions may require annual training to ensure qualifications are kept up to date.	Issuing fixed penalty notices		<b>D</b>
European Computer Driving Licence or equivalent.	Driving essential	<b>E</b>	

### Other Requirements

<ol style="list-style-type: none"> <li>1. Must be fully able to undertake the physical aspects of the role</li> <li>2. Able to satisfy the travel requirements of the role – a full UK driving license</li> <li>3. The post holder will be required to offer maximum flexibility in working pattern seven days a week (37 hours per week to an average of 1930 hours per annum including holidays).</li> <li>4. Be available out of normal working hours to deal with emergency call outs.</li> <li>5. An enhanced DBS check will be required</li> <li>6. To be responsible for any clothing, equipment and vehicle allocated to the post, owned by the Council, and maintain a high standard of personal presentation.</li> <li>7. Effectively promote a professional image of the authority in respect of conduct and appearance including the wearing of uniform within working hours conducting oneself in a professional manner and complying fully with the council's codes of practice, code of governance and customer care policies.</li> <li>8. To ensure that appropriate safety clothing is worn in discharging the duties of the post and that all regular training on health and safety is received and inoculations are kept up to date. This will include mandatory conflict resolution and personal safety training.</li> <li>9. Cover for other environment officers as and when required.</li> <li>10. To undertake other such duties of similar nature and responsibility as may be determined.</li> </ol>
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### Organisation Structure (optional)

This post will be managed by the Service Manager for Waste and Public Realm