

**SOUTH DERBYSHIRE DISTRICT COUNCIL
JOB DESCRIPTION**

DIRECTORATE: LAW AND PEOPLE

SERVICE: ENVIRONMENTAL SERVICES

POST TITLE: ENVIRONMENTAL ENFORCEMENT OFFICER

GRADE: Grade 6

REPORTS TO: SENIOR EHO ENVIRONMENTAL PROTECTION

RESPONSIBLE FOR: N/A

JOB SUMMARY

To deliver a range of duties related to the investigation and enforcement of environmental crime including flytipping, noise, dog fouling, littering and abandoned vehicles. Provide a reassuring uniformed presence patrolling public space, provide advice and take enforcement action to address antisocial behaviour issues and environmental crime.

Deliver the functions in a way that supports the Council's vision to work together to shape our environment, drive our economy, support our communities and transform our Council.

MAIN DUTIES AND RESPONSIBILITIES:

General

1. To ensure adherence to the Council's Health & Safety Policy.
2. To support, promote and comply with the Council's Equal Opportunities and Fairness Scheme when undertaking the duties of the post.
3. To comply with the Council's Employee Code of Conduct
4. To respect the sensitivity and confidentiality of any information that they may have access to regarding clients/customers in adherence with the Data Protection policies of the Council.

5. Provide professional advice, prepare reports and attend meetings as required.
6. Undertake such other duties commensurate with the experience of the postholder and the grading of the post as may be reasonably delegated from time to time.

Specific

1. To undertake day-to-day activities to investigate and take enforcement action to improve environmental conditions within the District and encourage compliance with relevant legislation related to environmental crime through the supervision of the Senior EHO.
2. Undertake a range of duties including:
 - a. Fly-tipping investigations, surveillance and enforcement including seizing vehicles involved in the commissioning of waste crime,
 - b. Targeted litter / dog control patrolling in public spaces, parks and recreation areas and areas covered by Public Spaces Protection Orders,
 - c. Investigating complaints and effectively dealing with untaxed/abandoned vehicles,
 - d. Carry out a programme of visits to commercial premises to ensure waste compliance,
 - e. Contribute to ad hoc Environmental Protection, Police and Community Safety investigations and initiatives.
3. To utilise and organise surveillance equipment to gather evidence. Assist and undertake monitoring and advise on enforcement and surveillance activities.
4. When necessary, take part in formal enforcement action including the service of fixed penalty notices and statutory notices and preparing prosecution files.
5. Assist Environmental Protection Officers with investigation and enforcement of cross-cutting environmental protection / environmental enforcement cases including monitoring, gathering and evaluating evidence to produce comprehensive case files.
6. Liaise with other enforcement organisations to maintain and enhance information sources and ensure effective intelligence gathering and planned partnership working. To implement inspection and surveillance programmes, to effectively control and deter illegal waste activities.

7. Carry out targeted ASB monitoring / patrolling in liaison with service colleagues and Police, Safer South Derbyshire Partnership and Community Safety.
8. To carry out interventions where required to deter vandalism, public nuisance, fly-tipping, littering and other forms of anti-social behaviour and to liaise with the Police and other relevant services and organisations to support this deterrence.
9. To identify problems and potential improvements in the appearance, safety, security and efficient operation of relevant areas of South Derbyshire and to take responsibility for reporting these matters for consideration and action of the relevant Council service or partner organisation.
10. Liaise with stakeholders and work in partnership (police, local councils, social housing providers, businesses, members of the public, private landowners etc), publicising and promoting the council's enforcement work. Develop and implement public awareness campaigns to promote positive behaviour to reduce incidents of environmental crime.
11. To support the educational role of the Environmental Protection Team through meetings, briefings, and presentations within the Council and to members of the public.
12. To record and report data about daily operational activities to enable environmental crime and enforcement data to be reviewed and analysed.
13. To investigate offences contrary to legislation as authorised under South Derbyshire District Councils scheme of delegation, conduct suspect interviews in accordance with the Police and Criminal Evidence Act, prepare prosecution files and attend court as required.
14. To encourage residents to take responsibility for reporting anti-social behaviour and to ensure, whenever possible, action is taken when such matters are reported.
15. To communicate with and provide prompt feedback to residents and the public to ensure that they know that anti-social behaviour is being addressed.
16. To periodically work out of normal office hours in accordance with the needs of the service and as agreed with your line manager.
17. To undertake duties related to Emergency Planning response which periodically will require work out of normal office hours in accordance with the needs of the Council and as agreed with the Emergency Planning Responsible Officer.

18. To maintain records and data on the Council's Environmental Health computer database systems as appropriate to the functions of the post.
19. Collate and prepare data for the completion of statutory returns and monitoring statistics as required by the Head of Environmental Services
20. To support other Council services by providing stewarding and other services at community / public events, including Christmas Lights switch-on, Festival of Leisure etc

Date Issued: AUGUST 2026

Issued by: Assistant Director, Head of Environment Services