Role Profile

Job Title:	**Investigation and Enforcement Officer**
Location:	**Colindale Offices, 2 Bristol Avenue, London NW9 4EW**
Department:	**Community Safety Team**
Directorate:	**Assurance & Public Protection**
Grade:	**I**
Type of Working:	**Colindale office / operational**
Reports to:	**Investigation and Enforcement Team Leader**

1. Job Purpose:

Based within the Council's Community Safety Team, the postholder will support the Council investigating, enforcing and, where appropriate, prosecuting incidents of anti-social behaviour and environmental crime. This includes the investigation of offences such as fly-tipping, littering, graffiti and flyposting, using a range of enforcement powers to achieve compliance, protect the local environment and improve community safety.

The postholder will gather and assess evidence, undertake enforcement activity, prepare case files for legal proceedings where necessary, and work in partnership with residents, businesses, internal departments, the Police and other agencies to address offending behaviour and enhance the quality of life for local communities.

2. Key accountabilities:

Role specific responsibilities

To ensure referred cases are investigated and assessed using established problem-solving techniques, securing Evidence in line with the Criminal procedures and Investigations Act (CPIA), from areas within the council as well as external sources to achieve positive resolution or appropriate sanction. To develop a multi-agency approach with a focus towards achieving both council and partnership objectives to reduce crime and the perception of crime.

To act as a point of contact for officers across the council and community safety partnerships, providing advice on complex investigations as well as compliance cases under relevant legislation.

To support the Council's response to tackling the compliance with the requirements of relevant Government's legislation by way of the education, warning and enforcement against non-compliant persons, places and premises. This includes, but is not limited to, undertaking street based uniformed patrols and business compliance inspections.

To adhere to the councils' policies and procedures as well as statutory guidance designed to respond to all forms of, investigations, enforcement including information gathering and sharing.

To manage a case load as assigned by the Investigation and Enforcement Team Leader undertaking a multi-agency problem solving approach and where required securing partnership intervention to achieve a successful timely resolution of the case.

To investigate all cases and progressing enforcement action where appropriate, providing victim and witness statements, undertaking interviews under caution (in street and office based environments), preparing case files, liaising with the legal team, securing detailed witness statements and evidence, leading to appropriate sanctions including civil proceedings and formal prosecutions.

To keep accurate case records (in line with CPIA requirements), developing, monitoring and updating multi-agency case action plans. Producing case briefings, power point presentation, keeping all stakeholders updated with progress.

To act as a high visibility uniformed presence in the boroughs Town centres and public open spaces whilst being a point of contact for the public visiting these areas, dealing with general enquires in an ambassadorial manner.

To work with partners to provide information, reports and intelligence around government guidance, regulation and laws regarding relevant legislation. This includes but is not limited to reporting breaches, providing statements to support legal action and attending court if required to give evidence.

To engage with the public and local businesses in relation to the government guidance, regulation and laws regarding any new relevant legislation.

To be responsible for your own development and awareness of knowledge around the latest position on government guidance, regulation and laws regarding relevant legislation to the role.

If required, to qualify for Security Industry Authority courses for CCTV vehicle operation and download.

Health and Safety Responsibilities:
Take responsibility for Health & Safety in the workplace, identifying, acting upon and where appropriate escalating any risks.

To wear PPE including stab vests and body warn video when conducting uniformed patrols.

Promotion of Corporate Values
To ensure that customer care is maintained to the agreed standards according to the council's values.
To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:
Caring / **L**earning to Improve / **I**nclusive / **C**ollaboration

Flexibility
To deliver the service effectively, a degree of flexibility is needed, and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

The Community Safety Service operates seven days a week across the borough and the Investigation and Enforcement Officers are required to work flexibly in undertaking the duties and responsibilities of the post, as required.

This post requires the post holder to work within a flexible working agreement, with adjusted hours to accommodate early starts or late finishes outside of the Council's core hours and will involve weekend working.

The post requires working on a rota basis for weekend and public holiday working as part of their contracted hours.

The Council's Commitment to Equality
To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

3. Financial Responsibilities:
No direct responsibility.

4. Health and Safety Responsibilities (choose one option):

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of wok and use devices/guards provided for safety.
- Wear/use personal protection equipment were issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

5. Promotion of Corporate Values
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Caring / **L**earning to Improve / **I**nclusive / **C**ollaboration

6. Flexibility
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7. The Council's Commitment to Equality
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PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
B-Tec in Investigation or relevant industry subject experience.	Desirable	Application/Interview
Full Driving Licence.	Essential	Application/Interview
Security Industry Authority qualification or accreditation (desirable).	Desirable	Application/Interview
Experience & Knowledge		
Up to date working knowledge of enforcement legislation applicable to the Council's Community Safety function(s) including; ▪ Anti-Social Behaviour, Crime and Policing Act 2014 Act. ▪ Environmental Protection Act 1990. ▪ Criminal Procedures and Investigations Act 1996 (including the codes of Practice) and Regulation of Investigatory Powers Act 2000. ▪ The Crime and Disorder Act 1998. ▪ Police and Criminal Evidence Act 1984. ▪ Clean Neighbourhoods and Environment Act 2005.	Desirable	Application/Interview
Awareness and/or practical experience of implementing relevant Government Legislation (e.g., COVID 19).	Desirable	Application/Interview
Experience of directly related work/roles or suitable qualification in working in a multi-agency Community Safety / investigations setting.	Desirable	Application/Interview
Understanding of the process of the collation of evidence and structure of undertaking investigations for civil proceeding and criminal prosecutions including understanding the essential requirement for note and witness statement taking and following up to ensure completion of actions.	Desirable	Application/Interview

Understanding of Data Protection and information sharing processes and General Data Protection Regulations.	Desirable	Application/Interview
Experience of multi-agency investigations and/or actions plans to problem solve the issues identified.	Desirable	Application/Interview
Experience of working in a local government environment, and of enforcement of the issues specified above.	Desirable	Application/Interview
Experience of taking a range of enforcement options including prosecutions, issuing Fixed Penalty Notices, Court based orders or injunctions, issue of notices and warnings.	Desirable	Application/Interview
Ability to use Microsoft Office products effectively.	Desirable	Application/Interview
Skill & Ability		
Investigative Excellence – gathering evidence, analysing information and building robust cases.	Desirable	Application/Interview
Enforcement Competence – applying legislation fairly, consistently and proportionately.	Desirable	Application/Interview
Communication and Influence – engaging effectively with a wide range of stakeholders.	Desirable	Application/Interview
Partnership Working – delivering outcomes through collaborative approaches.	Desirable	Application/Interview
Problem Solving and Decision Making – identifying practical and legally compliant solutions.	Desirable	Application/Interview
Resilience and Personal Effectiveness – remaining professional under pressure and managing a demanding caseload.	Desirable	Application/Interview
Values & Behaviours		
Caring		
Integrity – I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy – I say “thank you” and “well done” where appropriate, and take time to ‘check in’ to see if the people I work with are ok	Essential	Application/Interview
Support – I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt.	Essential	Application/Interview
Learning to Improve		
Insight – I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview

Agile – I am fully empowered to act within the scope of my role.	Essential	Application/Interview
Growth Mindset – I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can.	Essential	Application/Interview
Inclusive		
Personal Responsibility – I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding.	Essential	Application/Interview
Engage with discomfort – I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others.	Essential	Application/Interview
Champion Diversity – I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
One Team – I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others.	Essential	Application/Interview
Accountable – I accept responsibility for my own actions and decisions and demonstrate commitment to ensuring these align to what is best for Barnet.	Essential	Application/Interview
Outcomes Focused – I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards.	Essential	Application/Interview