

Role Profile

Job Title:	Investigation and Enforcement officer
Location:	Colindale
Department:	Community Safety Team
Directorate:	Assurance and Public Protection
Grade:	I
Type of Working:	Street and Office based working
Reports to:	Investigation and Enforcement Team Leader

1. Job Purpose:

Based within the Council's Community Safety Team, this post will support the Council to investigate, enforce and prosecute all incidents relating to unauthorised encampments and all aspects of environmental crime including graffiti, flyposting, fly tipping, littering, anti-social behaviour.

2. Key accountabilities:

- 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.

3. Financial Responsibilities:

None

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 work 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

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 / Learning to Improve / Inclusive / Collaboration

6. Flexibility

In order 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.

7. 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.

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
Full Driving Licence	Essential	Application
Security Industry Authority qualification or accreditation	Desirable	Application
Experience & Knowledge		
Up to date working knowledge of enforcement legislation applicable to the Council's Community Safety function(s) including the Crime and Disorder Act 1998, Police and Criminal Evidence Act 1984, Clean Neighbourhoods and Environment Act 2005, Environmental Protection Act 1990, Anti-Social Behaviour, Crime and Policing Act 2014 Act and how the criminal Procedures and Investigations Act 1996 (including the codes of Practice) and Regulation of Investigatory Powers Act 2000	Essential	Application
Awareness and/or practical experience of implementing relevant Government Legislation (e.g., COVID 19)	Desirable	Application

Experience of directly related work/roles or suitable qualification in working in a multi-agency Community Safety / investigations setting.	Essential	Application
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.	Essential	Application
Understanding of Data Protection and information sharing processes and General Data Protection Regulations.	Essential	Interview
Experience of multi-agency investigations and/or actions plans to problem solve the issues identified.	Essential	Interview
Experience of working in a local government environment, and of enforcement of the issues specified above.	Desirable	Application
Experience of taking a range of enforcement options including prosecutions, issuing Fixed Penalty Notices, Court based orders or injunctions, issue of notices and warnings.	Essential	Application
Ability to use Microsoft Office products effectively.	Essential	Application
Communication and influencing skills		
Developed enforcement and communication experience and skills	Essential	Interview
Experience of taking and writing statements, investigation plans and findings recommendations reports for legal assessment.	Essential	Application
Ability to work effectively in a political environment and establish positive relationships, senior managers, staff, external partners and interest groups in a way that establishes confidence, credibility and trust.	Essential	Application
The post holder needs to have strong interpersonal skills and able to challenge, support, influence and engage the public and businesses.	Essential	Interview

The post holder needs to have good communication skills both verbal and written with internal and external stakeholders.	Essential	Interview
Ability to establish and maintain an effective network of working relationships across agencies, including local, regional (and national where required).	Essential	Application
Ability to prepare all documentation required to ensure that any referral for prosecution to legal services has produced the required standard of evidence and exhibits in accordance with the Civil and Criminal Procedure rules.	Essential	Application
Initiative, innovation and problem-solving skills		
The post holder needs to be able to manage their time or allocated tasks in order to prioritise their workload to maximise productivity and effectiveness, and able to do so with minimum supervision when on street or inspecting business ensuring their own work is of a high quality, accurate and timely.	Essential	Interview
Supporting the Community Safety Team and partners by ensuring effective and timely communication by linking in with other existing structures including the Counter Fraud, Multi-Agency Safeguarding Hubs (MASH), Victim Support and other voluntary groups to ensure a holistic approach to a victim centred, harm reduction and risk management case management model throughout all aspects of the administration of their cases.	Essential	Application
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	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	Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Interview

Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Interview
Agile- I am fully empowered to act within the scope of my role	Essential	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	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	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	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	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	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	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	Interview