



**JOB DESCRIPTION (JD)
AND EMPLOYEE
SPECIFICATION (ES)**

Standard Template

JOB TITLE:	Assistant Community Protection Officer		
GRADE:	G6	SERVICE AREA:	Community Protection
JOB CODE:	EEC14ASSIG6: JE Checked 22/07/2022		
REPORTS TO:	Team Leader Community Protection	LOCATION:	Civic Centre or as directed
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • The post-holder will be expected to work flexibly at all times. • The post holder will be required to work across all enforcement functions • The post holder will be required to work outside normal office hours, including evenings and weekends, sometimes at short notice. • The post holder must be able to undertake site visits around the Borough and further afield, including out of normal office hours and at short notice. • The post holder may agree in writing with their manager in advance a varied work pattern for a particular planned out of hours operation and duties. • This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers 		

1. Main purpose of the job role:

- To provide an initial assessment and triage of enquiries received by the Community Protection Team
- To undertake research and investigations on enquiries within scope of training and responsibility
- To support officers and managers in the gathering and security of evidence, preparation of case files and reports.
- To provide a systems administrator role for the computer systems and databases in use within Regulatory Services
- The service is currently responsible for licensing enforcement, environmental crime, noise, certain elements of pollution, anti-social behaviour, unauthorised encampments but this list is not exhaustive and may change from time to time.

2. Role specific duties and accountabilities:

- To review enquiries received by the Community Protection Team. To undertake initial enquiries and research to establish all relevant facts and allocate priority levels, as directed and trained.

- To assist Community Protection Officers with their investigations and case load.
- Assist officers in the investigation of offences, including research, security and continuity of evidence and exhibits, PACE interviews, preparation of notices and court and hearing papers.
- To prioritise and manage own work load.
- To support managers in preparing reports and in meetings.
- Maintain electronic and paper records to meet legal, analytical and service monitoring and reporting requirements.
- To produce statistical reports from computer systems and databases.
- To work with other departments and teams within the Council and with partner agencies to ensure effective delivery of the service, refer matters on and receive referrals.
- To give evidence in criminal and civil courts and at other hearings.
- Maintain the equipment owned by the service or which is under its custody or control.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE Assistant Community Protection Officer	GRADE G6	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: refer to corporate behaviours document		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
Abilities/Skills:		
Possess excellent organisational skills including to prioritise work and tackle competing demands	A/I	3
Must demonstrate excellent verbal and written communication skills to and work to high levels of accuracy and relevance.	A/I	3
Must demonstrate the ability to work in a challenging and demanding environment.	A/I	2
Must demonstrate excellent customer care/victim focussed skills when dealing with all enquiries.	A/I	3
Excellent team player including ability to identify own training needs and undertake training including attending training courses as required.	A/I	3
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
Basic knowledge of the range of legislation enforced by the team	A/I	3
Possess excellent ICT skills including all Microsoft Office applications for the requirements of the post and understanding of databases	A/I	3
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
GCSE in English, Maths and ICT to grade 3 (D) or above or equivalent	A	
Other Essential Requirements		

An awareness of, and commitment to, health and safety requirements of the post		I	3
Awareness of, and commitment to, confidentiality and handling data		I	3
Full UK driving licence and provision of vehicle for work use including out of hours and Day to day use of a suitable motor vehicle including for out of hours working		A/I	3
Prepared by:	L Boothman	Date:	Oct 2020