

Department:	Communities and Adult Services
Division/Section:	Safer Peterborough Prevention and Enforcement Service
Job Title:	Prevention and Enforcement Service Officer
Post No:	TBC
Grade:	8
Reports to:	Prevention and Enforcement Service Senior Officer
Organisation Chart: Show immediate manager and any jobs reporting to this post.	 <pre> graph TD A[PES Manager] --> B[PES Senior Officer] B --> C[PES Officer] </pre>
CRB Check applicable?	Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Line Management responsibility for:	None
Size of budget:	None
Job Purpose:	The Prevention and Enforcement Service (PES) is a multi-agency team that tackles crime and disorder and improves the quality of life of people who live in and visit the City. The service will cover issues such as parking, housing enforcement, CCTV, anti-social behaviour and road safety. As a PES officer, you will be responsible for working in a cross-agency team to deliver the priorities outlined in the Safer Peterborough Partnership Plan and any other pertinent strategic priorities.

	<p>A key part of the role will be to undertake inspections, visits and investigations for the purpose of enforcing a range of legislation and to advise and educate members of the public regarding compliance with legislation and good environmental practice.</p>
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Embracing a culture which prioritises the needs of the service over any one agency and instigating new flexible ways of working in line with the over-arching objectives of the Customer Experience programme is critical to ensuring the PES will be successful.

The post holder will be expected to have a detailed understanding of legislation, national and local policies relevant to their role.

Main Duties and Responsibilities:

1. To be part of a uniformed and visible service that provides advice, support and enforcement to residents, visitors and businesses. To work with other front line statutory partners in the PES to jointly address issues as directed or as identified during routine day-day activity.
2. To provide a highly visible presence across the City and seek to change the behaviour of the general public through education, warning and enforcement action.
3. To serve statutory notices as directed using the various Acts of Parliament available to the Service.
4. To assist the PES Senior Officers and Managers in the development of the service, making recommendations for improvements to service delivery.
5. To investigate complaints/service requests in accordance with service standards relating to a range of community safety and quality of life issues.
6. To obtain and collate evidence that will assist in prosecutions in extreme circumstances such as from fly-tipping, anti-social behaviour, housing complaints and carry out of interviews in accordance with the Police and Criminal Evidence Act (PACE). To ensure that all evidence is correctly and accurately documented in line with the Standard Operating Procedures of the team and prepare detailed case files for prosecution or formal action.
7. To use the full range of powers available under the Community Safety Accreditation Scheme in undertaking the general duties of a PES Officer using your judgement and statutory guidance of where an incident contravenes legislation.
8. To issue Fixed Penalty Notices for contraventions of quality of life issues ensuring legislation and best practice is followed at all times.
9. To prepare evidence for use at court or public inquiries (where required).

<p>10. To provide a specialist service to resolve cases of nuisance, harassment and anti-social behaviour. Utilising enforcement tools alongside relevant support and community remedies seeking advice from senior managers or other statutory organisations as required.</p> <p>11. To arrange and take ownership of nuisance, harassment or other quality of life cases referred to the PES. Visit complaints and perpetrators, ensuring records are accurate and kept up to date on the case management system.</p> <p>12. To manage your own caseload, prioritising cases as necessary and ensuring a co-ordinated and quality service to all parties involved in the case management process.</p> <p>13. To help develop projects to deliver Service priorities including working with project implementers, monitoring progress and updating partners.</p> <p>14. To provide support to the PES Senior Officer in relation to case work and related activity on quality of life cases. Work with customers and a range of statutory authorities to progress cases and escalate issues where required.</p>			
Generic Responsibilities:		<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p>	
Flexibility Clause:		<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p> <p>Upon occasion the post holder may be required to work anti-social hours including evenings and weekends.</p>	
Variation Clause:		<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>	
DATE:		COMPLETED BY:	Hayley Thornhill and Ian Phillips