

RICHMONDSHIRE DISTRICT COUNCIL
WASTE AND STREET SCENE SERVICE

JOB DESCRIPTION

POST NO :	WASS MAN 10
POST TITLE :	DATA AND ENFORCEMENT OFFICER
SALARY GRADE :	GRADE 6 – SCP 16-17
RESPONSIBLE TO :	WASTE AND STREET SCENE MANAGER

MAIN PURPOSE OF JOB:

The Data and Enforcement Officer is directly responsible to the Waste and Street Scene Manager promoting, developing and monitoring the Council's service contacts and to act in an enforcement role as required.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

None

SUPERVISION AND GUIDANCE:

Waste and Street Scene Manager

RANGE OF DECISION MAKING:

Day to day decisions relating to the efficient and smooth running of the service with managerial guidance as required

RESPONSIBILITY FOR ASSETS, BUDGETS, MATERIALS, ETC:

Case papers, service records and materials associated with service provision

RANGE OF DUTIES AND RESPONSIBILITIES:

1. To support the achievement of the Council's objectives through the Waste and Street Scene service plan and supporting action plan.
2. To be responsible for the promotion, operation, development and monitoring of the Council's waste minimisation, and recycling initiatives including the Bring Bank recycling centres and the home composting scheme.
3. Liaison with recycling companies, Local Authorities and other external organisations involved with the waste and street scene function
4. To assist in carrying out the drawing up, implementation, monitoring and ongoing review of the Council's Waste Strategy and any new recycling initiatives, which may be appropriate for use within the district.
5. The provision of statistical and other information relating to the waste, recycling and street

scene services as required.

6. To purchase and maintain stocks of all uniform items, protective clothing, tools, materials and equipment required to meet service obligations.
7. Investigation and enforcing offences relating to current legislation e.g. fly tipping, fly posting, litter, dog fouling, abandoned vehicles
8. To assist in the production of files to a high quality fit for Court purposes.
9. Liaise with the Council's legal section and work in co-operation with the Police, Environment Agency, North Yorkshire County Council and neighbouring authorities.
10. Assist with the calculation, collation and submission of payments and receipts in relation to the Authorities waste and recycling tonnages and waste data flow. Collation and reporting of data with regards to national indicators.
11. The collection and interpretation of statistical data.
12. To operate the IT systems associated with the post, to contribute to the development of new systems and with training, keep up to date on IT development affecting the work carried out by the team.
13. To provide office cover for late and early shifts as and when required.
14. To carry out other duties broadly compatible with your current duties and responsibilities as may be allocated from time to time by the Waste and Street Scene Manager.
15. At times you will be required to use your own vehicle to undertake your duties for which a casual user mileage rate will be paid.
16. To demonstrate an acceptance of and commitment to the Council's Equalities and Diversity Policy.
17. To observe the requirements of the health and Safety legislation.
18. To observe the requirements of the Data Protection Action

CONTACTS:

SPECIAL CONDITIONS OF SERVICE: Full Driving Licence

COMPILED BY: Amanda Dyson	ASSESSMENT DATE: 18 November 2018
COMPILED DATE: 12/10/18	ASSESSED BY: Julia Wilson Jo Holland Amanda Dyson
	POST GRADE: Grade 6

Job Description agreed by postholder

Signed Date.....