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# GOSPORT BOROUGH COUNCIL – STREETSCENE

## JOB DESCRIPTION

**POST TITLE**: Enforcement Officer

**GRADE:** 6

**LOCATION**: Based at the Town Hall and/or satellite sites. Mobile working is a requirement of the post which will involve patrol of an allocated area or generally within the Borough.

**RESPONSIBLE TO**: Enforcement Team Supervisor

**RESPONSIBLE FOR**: Undertaking duties to ensure provision of services including parking, enforcement, environmental crimes, and byelaws within Gosport Borough.

**HOURS OF WORK**: 37 hours per week, on a shift rota including weekend working. Normal working hours: 07:00 to 18:30, 5 days over a 7-day basis. This rota may be periodically reviewed.

**SPECIAL REQUIREMENTS:** - Full, current driving licence required.
- Uniform will be provided.

## PURPOSE OF THE ROLE:

To provide an efficient and effective Parking and Enforcement Service as part of a small Team.

## PRINCIPAL ACTIVITIES & KEY TASKS

### Neighbourhood Management

* Conduct patrols (on foot, by cycle, or vehicle) to provide a visible Council presence.
* Engage with community stakeholders including councillors and community groups.
* Attend community events and educational sites to promote department work.
* Form partnerships with agencies (e.g. housing associations, Police).
* Identify and direct resources to neighbourhood issues.
* Share intelligence via report forms and 'Safety Net'; identify PSPO enforcement areas.
* Report breaches of Council lease agreements.
* Secure Council property entrances/exits and barriers as directed.
* Act as the Council’s 'eyes and ears' by reporting environmental or public concern issues.

### Environmental Crime

* Promote public education on environmental responsibilities.
* Investigate environmental crimes under relevant Acts and Byelaws.
* Use a range of resolution methods: warnings, notices, prosecutions, court orders.
* Liaise with external agencies (e.g. Environment Agency) and participate in joint operations.

### Public Spaces Protection Orders (PSPOs)

* Promote, advise, and enforce PSPOs on dog control and public behaviour.
* Patrol with Police/PCSOs where required.

### Gypsy and Traveller Liaison

* Act as Lead or Deputy Officer for gypsy/traveller incursions.
* Ensure welfare procedure compliance and maintain documentation.
* Coordinate with Police, County Council, and neighbouring authorities.
* Oversee notice placement, evictions, site security and cleansing.

### Rough Sleepers

* Investigate rough sleeping or trespassing complaints.
* Serve legal notices, remove property, and ensure site cleanliness.
* Liaise with relevant agencies for vulnerable persons.

### Car Parking

* Maintain a positive and professional presence; manage confrontations.
* Ensure smart uniformed appearance with body-worn video.
* Access parking systems and enforce parking regulations.
* Assist public with queries; regulate traffic and parking.
* Issue PCNs fairly and document accurately.
* Maintain signage, inspect car parks, report hazards.
* Perform machine checks, cash collection, and car park surveys.
* Update systems and install/remove signage.

### Byelaw Enforcement

* Enforce Council byelaws across parks, beaches, cemeteries, slipways, and more.

### Planning/Legal Notices

* Place, check, and remove planning/legal notices as directed.
* Maintain and update relevant registers.

### Events, Traffic Management & Emergency Response

* Attend public/civic events to manage parking and road closures.
* Provide public assistance at events.
* Respond to emergencies including oil spills and hazardous areas.

### Streetscene General Duties

* Address service requests regarding cleanliness and Council-maintained areas.
* Monitor contractor performance (e.g., grounds maintenance).
* Inspect Council assets (e.g., pavilions, toilets, play areas) for safety, damage, and graffiti.
* Report findings and ensure areas of concern are made safe.

### Administration

* Respond to enquiries professionally via letter, phone, and email.
* Maintain accurate records (e.g., notebooks, evidence statements).
* Collect/store evidence securely; use body-worn video as required.
* Conduct recorded interviews, attend court, and give evidence.
* Use handheld devices and Council IT systems for accurate record keeping.
* Submit applications (e.g., DVLA, safeguarding); post on social media.
* Notify witnesses/complainants as per guidelines.
* Produce and erect legal notices.

### Service Delivery

* Ensure compliance with regulations, professional standards, policies, and legislation (e.g., safeguarding, equalities, H&S).

### Equal Opportunities

* Comply with legislation and Council policies on equality, diversity, and data protection.

### Health & Safety

* Follow H&S legislation, policies, procedures, and use provided PPE correctly.
* Be aware of risk assessments, hazards, and controls.