

Job Description



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| Job Title: Events Enforcement Officer | Service Area: Licensing and Regulation | |
| Directorate: Environment and Sustainable Transport | Post Number: 21167 | Evaluation Number: 1861 |
| Grade: PO4 | Date last updated: February 2020 | |

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

To take part in the delivery and leadership of a multidisciplinary, partnership team and to lead in the areas of public safety, statutory compliance and good practice as it relates to supporting the regulatory activities on or around Newham's public and private event spaces and premises, including the legacy activities of the 2012 Games and other regeneration projects in the borough.

To assist with the business planning process and the delivery of key enforcement and safety outputs and lead on policy areas as directed.

To improve the quality, safety and standards of public safety and of occupational health and safety for events associated with the games legacy and borough regeneration through the use of a range of intervention strategies, including licensing, formal working protocols, enforcement, education, advice, and informal action.

Job Context

The post holder reports to Team Leader Licensing and Trading Standards.

1. The post holder has line management responsibility for one or more technical support staff and lead in a policy area, project or objective for the service.
2. The post holder will have responsibility for leading on a key policy area, project, or objective related to events, 2012 Games legacy and other regeneration activities.
3. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.
4. The post holder will be expected to work as part of the emergency planning out of hours call out team.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. To lead on a key policy area of regulatory compliance and good practice to ensure that the various specified functions and associated work are performed effectively to service objectives.
2. To deputise for the team manager including making and supporting decisions. Contribute to the formulation and implementation of the strategic and operational policies and corporate initiatives carried out by the public protection group.
3. To assist the management team of the service in the development of a strategic approach to enforcement and safety and associated service activity. To lead in a specialist field of work or project and achieve agreed outcomes.
4. To act as the authority's expert in matters of occupational health and safety and public protection law, including licensing, safety at sports grounds and public safety law. Be aware of legislative, professional, managerial and technical developments within an area or discipline covering the public protection field and to provide advice and support to the Group.
5. To act as a source of expertise for the various Safety Advisory Groups associated with sporting, entertainment and other participatory public events in the borough.
6. To take an active part in the Olympic Park Primary Authority scheme and other events based primary authority schemes to provide support to the technical teams of those schemes and similar to organisations on technical and legal issues.

7. To initiate action for improvements in the delivery of a quality service by Primary Authority and similar schemes.
8. To actively support staff from different disciplines involved in the events on technical issues and service delivery matters. Make and carry responsibility for decisions, where appropriate, and initiate action for local service and work improvements that will be of benefit to the delivery of safe and compliant events.
9. To report to the Environment and Sustainable Transport Team Managers on all appropriate matters concerning the activities, duties, responsibilities of staff within the multidisciplinary events teams.
10. Show awareness of different learning styles and needs. Develop and contribute to knowledge sharing initiatives including training programmes, mentoring, coaching and provide day to day technical support for colleagues.
11. Act as expert auditor for technical and field based operations across the borough for occupational health and safety in relation to legal enforcement action, occupational health and safety advice, and other enforcement and safety activities.
12. To manage, process and audit data held electronically. Assist with the development of the business process and activity reports concerned with outputs and performance indicators.
13. Understand and implement the development of appropriate IT systems for business improvement and promote data quality and integrity at all times.
14. To inspect and survey plans, buildings and systems of work including the preparation of schedules of work, defects, accident reports and the use of assessment techniques and equipment.
15. To investigate the causes and consequences of accidents and of dangerous occurrences formally notified to the Council as the relevant enforcing authority and to co-operate with the investigation of those notified to other boroughs or to the HSE in respect of events.
16. Gather evidence under statutory guidelines such as the Police Criminal Evidence Act, for the purposes of civil and criminal proceedings in courts and tribunals including prosecutions, appeals, coroner's inquests and compensation claims particularly in relation to occupational health and safety and licensing matters.
17. Produce guidance protocols and advice notes on technical and legal aspects of occupational health and safety and of enforcement and safety as agreed with the Assistant Director (Licensing and Regulation).
18. To actively promote effective communications both inside and outside the Group through meetings, briefings and other media.

19. To ensure that all fiscal activity accords with the Council's and other relevant organisation's Standing Orders, financial regulations and statutory requirements.
20. To assist in the preparation of, and contribute to, the annual service planning process and the formulation of indicators and measurement of outputs.
21. To prepare and present accurate written and/or verbal reports, briefings and presentations to Safety Advisory Groups, senior managers, the Mayor, Cabinet and other bodies and to attend meetings as necessary or required.
22. To be flexible, able to cover more than one service area at any time and deputise for the Team Leader and Assistant Director when necessary.
23. Represent the Group at meetings, working parties, inter-agency gatherings at local, sub regional and regional level and deputise for the management team as necessary.
24. To develop and maintain relationships with partners and stakeholders inside and outside the Council and of the Olympic legacy and other regeneration areas, particularly the local business community and employee groups ensuring the delivery of key outputs and performance indicators.
25. Have an understanding of customer care and the service needs of clients, ensure effective and consistent delivery of high quality customer service.
26. To ensure that adequate records and databases are maintained including statutory registers to enable the efficient operation of the work of the team and assist with the timely production of managerial information and performance indicators.
27. Assist in the preparation of protocols, procedures, guidance and other documentation relating to enforcement and safety.
28. To promote work patterns and working relationships within team structures to ensure continuous business improvement, motivate colleagues and improve team working.
29. To act as a responsible authority for all formal consultations made under statutory and other consultation procedures for public health and occupational health and safety, such as for licensing and planning.
30. To take part in events aimed at promoting good standards of occupational health and safety or public safety and training and consultation events run either internally or by Newham's partners and /or stakeholders.
31. To actively promote and uphold the values of Newham Council in all aspects of work activity.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

| CRITERIA | METHOD OF ASSESSMENT |
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| <p>EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p>PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p> | |
| <p>KNOWLEDGE: Excellent knowledge of occupational health and safety within the local government framework including the enforcement and regulatory functions and the application of all relevant legal and practical principles.</p> | <p>Application Form/Interview/Test</p> |

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| <p>Knowledge of the main functions of a local authority regulatory and enforcement functions and the wider determinants of public safety within the context of enforcement and safety.</p> | <p>Application Form/Interview/Test</p> |
| <p>To have a clear understanding of the Council's strategic role in both occupational health and safety and of public safety and the activities needed to meet regulatory and corporate objectives.</p> | <p>Application Form/Interview/Test</p> |
| <p>A full understanding of the application of the techniques of risk assessment in the area of occupational health and safety.</p> | <p>Application Form/Interview/Test</p> |
| <p>Knowledge of developments in the field of occupational health and safety and of the sociological, demographic and geographical demands and constraints of inner city Boroughs.</p> | <p>Application Form/Interview/Test</p> |
| <p>Good understanding of construction and safety technology, surveying and inspection techniques and control systems.</p> | <p>Application Form/Interview/Test</p> |
| <p>An understanding of the Council's Corporate objectives.</p> | <p>Application Form/Interview/Test</p> |
| <p>Specialist knowledge of licensing and other prior consent law in relation to public safety and occupational health and safety.</p> | <p>Application Form/Interview/Test</p> |
| <p>Good understanding of the need for confidentiality and sensitivity when dealing with information around the Games legacy and other events.</p> | <p>Application Form/Interview/Test</p> |
| <p>QUALIFICATIONS:</p> <p>To hold an appropriate approved academic qualification - an MSc or BSc (Hons) in Environmental Health or equivalent degree/vocational qualification in a public safety /occupational safety related field that</p> | <p>Application Form/Interview/Test</p> |

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| <p>will be sufficient to meet the criteria for the appointment of Inspectors under the provisions S19 of the Health and Safety at Work etc. Act.</p> <p>Evidence of continuing professional /managerial development.</p> | <p>Application Form</p> |
| <p>EXPERIENCE:</p> <p>Extensive experience of all aspects of occupational health and safety and public safety work including the legal and technical aspects of the application of occupational health and safety law, the principals of safe systems of work and of good practice to standards of employment safety and the rights and responsibilities of employers, employees and the self-employed.</p> <p>Extensive experience of the use and application of the Health and Safety at Work etc. Act 1974 and other principal acts, regulations and statutory guidance.</p> <p>Extensive experience of providing advice on complex occupational health and safety and public safety and crowd control cases, including accidents investigation and schedules of works.</p> <p>Experience of managing projects.</p> <p>Experience of applying the HSEs competency framework in the authorisation of officers with regard to their powers under the Health and Safety at Work etc. Act 1974.</p> <p>Experience of acting as a responsible authority for prior consent regimes such as licensing, planning and gambling.</p> <p>Extensive experience of examining plans and of assessing these against excellent standards of public safety.</p> | <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> |

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| <p>SKILLS AND ABILITIES:</p> <p>Ability to support and assist the operational manager in the organisation and management of the team.</p> <p>High degree of literacy and numeracy skills and their application to the business.</p> <p>Ability to deputise for the enforcement and team managers as necessary.</p> <p>Ability to make high level decisions in the absence of the team manager.</p> <p>Preparation of reports, briefings and presentations for the Mayor, Members and senior managers.</p> <p>Ability to support and assist colleagues in resolving complex cases.</p> <p>Ability to implement change.</p> <p>Ability to communicate effectively at all levels in different forms, including public speaking at training, promotional, consultation or other events.</p> <p>Ability to make effective interventions and sound technical judgements.</p> <p>Ability to use databases and interpret electronic information accurately.</p> <p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Ability to build effective and productive working relationships with colleagues and partners at all levels.</p> <p>Ability to work flexibly within a team.</p> <p>Ability to work effectively across the enforcement and safety service.</p> | <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> |
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| <p>Ability to support team development</p> <p>Ability to take appropriate action to improve the service.</p> <p>To promote, help and support effective time management and workload priority for colleagues and personally demonstrate those skills with own workload.</p> | <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> |
| <p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Ability to build effective and productive working relationships with colleagues and partners at all levels.</p> <p>Ability to work flexibly within a team.</p> <p>Ability to work effectively across the enforcement and safety service.</p> <p>Ability to support team development</p> <p>Ability to take appropriate action to improve the service.</p> <p>To promote, help and support effective time management and workload priority for colleagues and personally demonstrate those skills with own workload.</p> | <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> |
| <p>OTHER SPECIAL REQUIREMENTS:</p> <p>Willingness and ability to work occasional evenings and weekends to maintain service delivery.</p> <p>Some of the duties undertaken by this post will require the post holder to have a full current driving licence, and be willing to drive a Council vehicle after completing a Council driving test.</p> <p>This post is subject to a standard DBS check.</p> | <p>Application Form/Interview</p> <p>Application Form/Interview/Test</p> <p>Satisfactory clearance at conditional offer stage</p> |

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| This post is exempt from The Rehabilitation of Offenders Act (1974). | Application Form |
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