



City of
BRADFORD
METROPOLITAN DISTRICT COUNCIL

City of Bradford Metropolitan District Council Job Profile

Reference Number	TO BE COMPLETED BY JEGS / HR
Role Title	Environmental Services and Enforcement Manager
Directorate	Environment
Service Area	Stronger Communities and Regulatory Services
Reports to	Principal Environmental Health Manager

Role Purpose

To lead and manage a multi-disciplinary team of technical and administrative support staff in the delivery of environmental enforcement.

Lead on the development and implementation of strategies to tackle environmental crime and work with key internal and external partners to establish working protocols and relationships to ensure that issues are dealt with proactively and/or reactively as appropriate, including tackling cross boundary waste crime.

Keep up to date with new technological advances to ensure that the Service and back office functions are as effective as possible, and to keep abreast of and interpret new legislation and guidance in respect of environmental law and provide expert technical and operational management advice, guidance, support and training to ensure compliance with the consistent application of policies, procedures and approaches, including reviewing and amending these based on new legislation and guidance.

Duties and Responsibilities

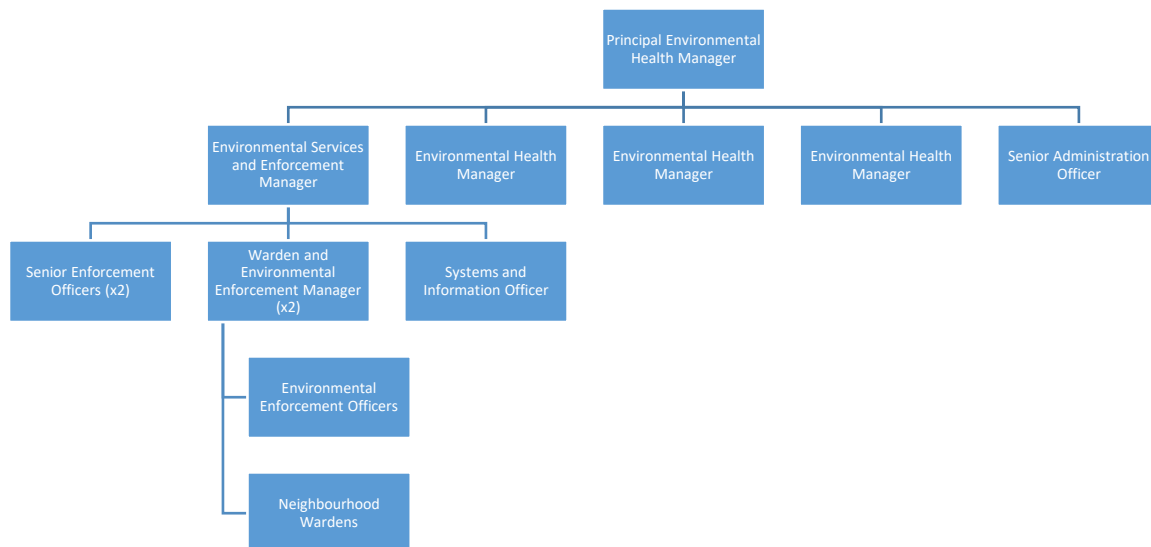
1. Lead and manage the Environmental Enforcement Team, including recruitment, staff welfare, health and safety, resource allocation, and professional development.
2. Ensure officers develop and maintain specialist technical skills to provide expert advice both within the Council and to external stakeholders.
3. Assist with the management and monitoring of the Environmental Enforcement budget and financial resources.
4. Develop and implement strategies to address environmental crime and pest control issues, including cross-boundary enforcement initiatives with neighbouring authorities.
5. Establish service priorities and ensure they are reflected in operational plans, policies and delivery programmes.
6. Build and maintain strategic partnerships with organisations including the Police, Environment Agency, Fire and Rescue Service, registered social landlords and neighbouring councils.
7. Lead the development and implementation of ICT systems, mobile technologies, apps and records management systems to improve service delivery and performance monitoring.
8. Identify and maximise opportunities for income generation to support the financial sustainability of the service.
9. Interpret and implement new environmental legislation, updating policies, procedures, enforcement practices and statutory notice templates to ensure legal compliance.
10. Ensure the team fulfils its statutory duties by investigating complaints, providing advice and guidance, and maintaining high standards of service delivery.
11. Authorise and oversee targeted surveillance activities, ensuring compliance with the Police and Criminal Evidence Act (PACE) and the Regulation of Investigatory Powers Act (RIPA).

12. Develop innovative and proactive approaches to environmental enforcement, supporting behaviour change among residents and businesses.
13. Coordinate and evaluate training and development programmes to maintain officer competence and service effectiveness.
14. Promote effective communication and joint working across environmental enforcement, street cleansing and warden services, facilitating coordinated responses to emerging issues.
15. Lead on high-profile enforcement and legal matters, including reporting to committees, briefing elected members, managing media relations, authorising prosecutions, overseeing appeals and debt recovery actions, and representing the service in court proceedings where required.

Dimensions of role (direct or indirect as applicable) e.g. total number of staff managed, total budget, total scope of role

35 staff in the team in total, comprising 5 direct reports and 30 other staff
Total scope of role is to oversee delivery of the environmental enforcement function.

Structure Chart (showing direct reports)



Person Specification

Knowledge / Skills / Experience required

- Extensive knowledge of legislation and strategic and key operational issues in relation to environmental crime.
- Detailed knowledge of criminal and legal proceedings in relation to environmental offences and the ability to apply and communicate this to staff.
- Detailed knowledge of the treatment and associated enforcement options available to deal with a range of issues.
- Ability to understand, interpret and analyse complex environmental legislation and information from a variety of sources and apply and communicate this at a local level.

- Ability to undertake risk assessments and write operational procedures, working protocols, and guidance documents and ensure the implementation of these to create consistency of service delivery.
- Knowledge of Council services and how they relate to environmental services.
- Ability to use a range of specialist ICT systems to ensure that the environmental enforcement function is continually reviewed so that services are operating as effectively as possible.
- Ability to interpret complex data in a clear and user-friendly format to show trends and identify issues.
- Ability to identify opportunities to benefit from new technological advances that could improve the performance regarding environmental issues in the District.
- Assistance with management of a budget, keeping costs within agreed levels for the Environmental Enforcement Team.
- Management of projects and assets.
- Ability to manage successful service delivery and an ability to build and manage relationships effectively and bring people together to optimise partnership working.

Key benchmarked competencies, traits and motives required to successfully deliver the role These will support recruitment, succession planning, development and performance management		Essential
Health and Safety	Uses knowledge of Health, Safety policies, procedures and regulations including risks in own area of work	
IT Packages	Uses a range of complex IT packages relating to area of work	
Service Improvement	Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery	
Continued professional Improvement	Carries out a variety of working practices, applies complex regulations, rules, procedures and processes across a technical /specialist area	
Communication	Knows and understands how to use, interpret, handle and communicate, often complex and detailed information, and relay it to service users/stakeholders in writing and/or over the telephone / face to face.	
Numeracy & Literacy	Demonstrates a high level of numeracy, literacy and accuracy across a range of activities	
Relevant Professional Qualification	Possess or commitment to work towards obtaining an NQF Level 6 qualification (or equivalent) in Environmental Health, Waste Crime Investigation or Management.	
Carries out performance management	Covers the employees' capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.	
Communicates Effectively	Covers a range of spoken and written communication skills required as a regular feature of the job. This includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.	
Carries Out Effective Decision Making	Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. This includes planning and organising, self-effectiveness and any requirements to quality check work.	
Undertakes Structured Problem-Solving Activity	Covers a full range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. This includes	

	creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.	
Operates with Dignity and Respect	Covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.	
Practices Appropriate Leadership	Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self-interest for the sake of the team or service. They consider serving the District in all that they do.	
Operates with Strategic Awareness	Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.	
Delivering Successful Performance	Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.	
Applying Project and Programme Management	Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning	
Developing High Performing People and Teams	Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.	

Applicants with disabilities are only required to meet the essential special knowledge requirements (clearly marked)

Due to the Government's Fluency in English Duty for posts where employees speak directly to members of the public the postholder is required to meet the Lower threshold level.

You should be able to demonstrate that you can use a wide range of simple words and a standard English sentence structure to express and maintain a flowing conversation even though you pause to think of the correct words with the ability to express and make yourself understood (this will also be tested during the interview).

Completed by:	David Dunbar	Date:	October 2026
Quality checked:		Date:	