

FAREHAM

BOROUGH COUNCIL

**Our
values**



DEPARTMENT: Neighbourhoods
JOB TITLE: Enforcement Officer
SALARY: £32,597 - £35,863 (Grade 5)

What is the role?

You will work throughout the borough investigating and enforcing a range of laws and Public Space Protection Orders (PSPO). You will also be responsible for patrolling Council Car Parks issuing Penalty Charge Notices for parking contraventions and work in the Car Park Control Room using CCTV equipment for security surveillance.

As part of a small team you will:

- Respond to calls and complaints from customers in relation to environmental defacement issues such as :- graffiti, littering , fly tipping , abandoned vehicles and traveller encampments and take action to resolve these issues.
- Dealing with Stray dogs
- Investigate offences and undertake interviews where required in accordance with PACE (Police and Criminal Evidence Act).
- Act as a witness at Court Hearings in relation to matters such as littering and fly tipping.
- Provide a high quality, friendly customer service assisting motorists using the off-street parking facilities and highways whilst on patrol.
- Inspect ticket machines, Traffic Regulation Order lines/signs and report defects.
- Implement parking suspensions by placing signs or cones in the required location.
- Diffuse potential conflict situations acting with tact and diplomacy.
- Manage your own workload, dealing with conflicting priorities.
- Act professionally at all times, speaking to customers and colleagues in a helpful and polite way.
- Follow procedures and complete necessary paperwork to document incidents and action taken.
- Participate in presentations to schools and local interest groups.

Who is the Person?

It is important to us that you have:

- A full clean driving licence to safely drive Council vehicles
- Excellent interpersonal skills and a customer orientated approach
- A mature attitude and ability to work on your own initiative without close supervision
- Effective negotiation skills
- A sound knowledge of Enforcement related legislation
- Strong verbal and written communication skills
- The ability to work flexibly and out of normal office hours as required

The successful candidate will be required to apply for a Standard Disclosure from the Disclosure and Barring Service (formerly known as the Criminal Records Bureau) at the cost of the Council. [Guidance on the Disclosure Scheme](#).

Last Updated: September 2025

Our policy is to make adaptations for those who have substantial and long term disabilities. If you need an adaptation to carry out any of the above please let us know.

