2021 VAC 247

**Job Description**

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| **Job title** | **Regulatory Investigation Officer** |
| **Grade** | 6 |
| **Service/Team** | Community Resilience  |
| **Main purpose of job *(i.e why is post required?)*** | * To carry out a wide range of activities which supports the Regulatory Enforcement Team and Legal Services Team.
* To support the Regulatory Senior Manager to deliver proportionate and appropriate regulation for the Council and to make a positive contribution to the service
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| **Key responsibilities *(i.e what does the post broadly do to achieve its purpose?)*** | * Duties will include organising legal cases, performing research into ownership and financial background records
* Working with the regulatory officers and legal teams to draft legal documents and procedures.
* Undertaking administrative activity for fixed penalty recovering and civil penalty recovering
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| **Key tasks *(i.e the specific duties that are required to achieve responsibilities)*** | * Preparing a variety of legal documents under guidance of enforcement teams and solicitors, including summonses, application for warrants, complaints, and responses
* Supporting legal proceedings, assisting in collecting evidence, compiling exhibits, consolidating facts, preparing documents as needed, and tracking cases
* Developing cases by providing research, maintaining communications with involved parties and cataloguing information provided
* Maintaining regular communication with teams, helping to keep them informed on case progresses
* Maintain regular communication with the invoicing and finance teams regarding monies owed in relation to work in default.
* Scheduling witness statements, interviews and other meetings
* Reading case law, making notes, and/or prepare briefs as needed
* Organise and archives files and supporting documents
* Verifies information provided as appropriate
* A commitment to continuous improvement.
* To promote and champion a positive organisation- wide culture that reflects the Council’s values
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| **Responsible for staff/equipment**  | N/A |
| **Other duties/specific policies e.g. DBS** | The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information. To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council |