

# Job Description

## Senior Compliance Officer (Enforcement)

Level: 10-11

### Responsible To:

Compliance Team Leader

### Responsible For:

Compliance Officer (Enforcement)

### About the job:

One of two Senior Compliance Officers (Enforcement) with responsibilities including carrying out the monitoring and enforcement of planning control within the Boroughs of South Ribble and Chorley. This role carries responsibility for management and development of a more junior Compliance Officer (Enforcement).

Some cover will be made available to Planning Obligations and CIL compliance as and when required.

### Role:

- To lead on Planning Enforcement cases, with a focus on one Borough, but being able to cross work when required.
- Liaise with and advise senior managers and members on enforcement cases whilst also providing enforcement training to members and colleagues where required.
- To provide management, mentoring and support to the Compliance Officers (Enforcement), supporting their career development and growth.
- Investigate and obtain evidence about breaches of planning control, including non-compliance with planning conditions and legal agreements, in accordance with the Council's Enforcement Plan and associated performance targets.
- To lead on preparation of enforcement recommendations and reports to the relevant committees, and to attend and present reports as and when required.
- To lead on action taken in respect of unauthorised development in consultation with the Planning Manager/Development Management Team Leaders and Compliance Team Leader. This includes undertaking the service of Enforcement, Stop, Temporary Stop, Breach of Conditions, Planning Contravention, Repairs and other Notices or legal documentation as required, in accordance with statutory requirements, relevant targets and standards.
- Maintain an effective record system of complaints and cases to allow for the proper monitoring and efficient discharge of the enforcement function.
- Monitor development in progress and ensure compliance with the relevant planning permission and any associated conditions.
- To undertake interviews under caution where required.
- Prepare witness statements and present relevant evidence in court acting as the Council's witness and being cross examined on evidence (both written and oral) in planning appeals and against enforcement notices, at hearings, public inquiries and in written representation cases.
- Collect evidence and take the necessary action in relation to High Hedges Complaints
- Ensure the Council's Enforcement Plan remains up to date.
- To cross work with the Planning Obligations and CIL roles within the team, as and when required.
- To fulfil other duties as and when required commensurate with the post.

## Responsibilities:

### Team:

- You will take the lead role in the management and development of the Compliance Officer (Enforcement)
- You will work with your colleagues to prioritise team objectives over individual objectives.
- You will support and respect your colleagues at all times.
- You will work together to share knowledge and experiences to improve your service.
- You will participate in development activities as required.

### Corporate:

- You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
- You will actively engage with customer care, value for money and performance management.
- Your duties will be carried out in line with our equality scheme.
- You will be compliant at all times with GDPR and data protection legislation.
- You will constructively participate in communication and promotional activities.

### Organisational:

- You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
- You will support an inclusive culture which provides opportunities for everyone to participate and progress.
- You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council's priorities and objectives are met.
- You will positively promote and represent the Council at all times.

### At level 11 you will:

- Demonstrable experience within a Planning Enforcement role in Local Government and be able to confirm ability to work independently, in your area of responsibility, to the satisfaction of the Head of Service (following consultation with the Compliance Team Leader).
- Have attended and presented at court independently and be able to demonstrate this.
- You will have interviewed independently under caution to the relevant standards and be able to demonstrate this.
- You will be able to demonstrate a working knowledge of the Planning Obligations and CIL function of the Compliance Team to satisfaction of Head of Service (following consultation with the Compliance Team Leader).

## What the successful candidate will have:

### Qualifications

- Driving licence
- Membership of the National Association of Planning Enforcement (NAPE) (Desirable)

### Knowledge / Experience

- Demonstrable understanding of the planning process
- Experience of working with and advising members on Enforcement matters
- Working knowledge of the Police and Criminal Evidence Act 1984
- Experience of conducting investigations, collecting and presenting evidence
- Demonstrable experience of giving evidence at court and public enquiries (Desirable)
- Understanding of the Planning Obligations and CIL processes of the Council (Desirable)

### Skills & Abilities

- Willingness and ability to make quality decisions on cases and lead/support junior officers in carrying out their caseload
- Excellent communication and presentation skills.
- Ability to work as part of a team.
- Good organisational skills.
- Excellent customer care skills.
- Ability to manage and prioritise own workload and work with limited supervision.
- Flexibility in responding to changing demands and willingness to be fully engaged in service improvements.
- Ability to deal with difficult customers and challenging situations.
- Good computer skills and the ability to work on a range of IT systems, including spreadsheets, databases and word processing, and be familiar with GIS systems.

## Our Values & Behaviours

**Customer Focused** - We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service.

**Forward Thinking** - We solve difficult problems by being adaptable, resilient, and innovative.

**Working Together** - We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services.



WORKING TOGETHER

**Making a Difference** - We make a positive difference for our communities by being helpful and going the extra mile.

**Delivering Quality Services** - We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome.