

## Job Description

<b>Job Title</b>	Enforcement Team Leader
<b>Directorate</b>	City Development
<b>Service Area</b>	Planning & Building Control
<b>Grade</b>	10
<b>Competency Level</b>	2
<b>Salary</b>	£56,673 - £62,580
<b>Job Type</b>	Hybrid
<b>Location</b>	Citywide
<b>Disclosure and barring service (DBS)</b>	Not Required
<b>Job Evaluation Ref No</b>	A10437

## Job Purpose

To lead, supervise, co-ordinate and provide expert advice in relation to the enforcement of planning control to provide a modern, customer focussed, business friendly service.

### Directly Responsible For:

Enforcement Team

## Directly Responsible To:

Head of Development Management (City Infrastructure, Enforcement and Minor Applications)

## Main Areas of Responsibility:

- Supervise and direct the statutory powers of enforcement and planning control, including the investigating of complaints, the monitoring of development and liaison with other regulatory bodies
- Manage and lead the enforcement team within the service providing strong leadership and direction with a focus on performance
- Draft and agree a Local Enforcement Plan with stakeholders and regularly update this. Ensure this plan reflects evolving council priorities and establishes the most important tasks and service standards for enforcement
- Implement the Local Enforcement Plan ensuring the team focus on the priorities this sets out and meets the relevant targets and timescale for dealing with enforcement complaints and enquiries
- Give expert advice on the enforcement of planning control, including whether there has been a breach of control; an assessment of 'harm' in planning terms (taking into account all national and locally adopted policy and guidance; options for any appropriate remedial action and the most expedient action in the event of non-compliance with legal notices etc
- Review new legislation and consultation papers on enforcement and contribute to the preparation and review of DM policy and guidance
- To use all resources (both time and financial) allocated to specific projects and areas of work effectively and efficiently in accordance with Service objectives and the team's work programme
- The investigation of complaints, the accurate recording of facts and the preparation of reports concerning alleged breaches of planning control

received from councillors, council officers, interest groups and members of the public

- Advise complainant customers reporting a breach and persons responsible for breach of control of actions to be pursued/necessary in relation to any unauthorised development
- Devise and implement a programme for the monitoring of sites to ensure that development is proceeding in accordance with conditions attached to a planning permission and/or listed building consent, in liaison with the development management teams. Subsequently take the most appropriate remedy and expedient action to put right any breach of condition/unauthorised development
- Collect evidence, prepare statements and present the Council's case in respect of prosecutions in the Magistrates Court or Crown Court
- With Head of Service devise, document and implement process maps to guide the work of the team
- To nurture talent and create a positive learning and working environment through delegation, mentoring and coaching of staff and through the identification of training and development needs
- Embed the Local Plan's vision and strategic priorities in planning decision making to help maximise development opportunities
- Prepare committee reports and attend committee and other council meetings as requested
- Liaise with the Licensing Authority in relation to planning and licensing issues
- Embed a 'one council' approach in relation to the work of the team, ensuring that investigations and outcomes take account of other regulatory services, including but not limited to Licensing Authority, Housing, Neighbourhoods, Children's services
- To liaise with other council services to obtain further information on enforcement cases such as building control and council tax

- Provide updates and briefing to planning colleagues and wider council staff on enforcement matters
- Work on Council wide initiatives across directorates and services, for example on the management of properties used as HMOs

### **Supervision and Management Responsibility:**

- Effectively manage the Enforcement Team including providing planning advice, setting objectives, service planning and managing performance
- Ensure target levels of service are met by the team
- Train and develop the team to deliver on the Council's priorities

### **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget

### **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

### **Physical Demands of the Job:**

- This role will be predominately desk based but site visits will be required on occasions

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to 'Our Promise' by leading by example, dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan
- Completion of the relevant management development programme

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values

The post holder will be required to demonstrate the ability to perform at the following competency level **2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to

carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- A degree/diploma or equivalent experience in Town Planning. The resultant qualification must be RTPI recognised (A/I)

### Desirable

- Further training in management and other skills allied to Development Management/Enforcement would be an advantage

## Experience

### Essential

- Experience of presenting evidence at appeals or in court (A/I/P)
- Experience of training and guiding staff (A/I)
- Demonstrable experience of dealing with significant development proposals, appeals and enforcement (A/I)
- Significant management experience (A/I)
- Experience of dealing with Councillors (A/I)

## Skills/Abilities

### Essential

- Ability to identify problems, set objectives, initiate action, work to a deadline and monitor results (A/I)
- Strong leadership skills (A/I)
- Proven significant negotiation skills (A/I)
- Ability to communicate effectively both in writing and orally (A/I)
- Ability to manage and improve performance (A/I)

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

### Desirable

- Full driving licence

