

## Job Description

<b>Job Title</b>	Senior Planning Enforcement Officer
<b>Directorate</b>	City Development
<b>Service Area</b>	Planning & Building Control
<b>Grade</b>	7
<b>Competency Level</b>	2
<b>Salary</b>	£39,513 - £44,711
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Not Required
<b>Job Evaluation Ref No.</b>	

## Job Purpose

To assist the Enforcement Team Leader and Principal Compliance Officer to co-ordinate and provide expert advice in relation to the enforcement of planning control with particular reference to specific high profile sites or programmes of work. To support and enable development across the City to be compliant with national planning advice, Local Plan policies and associated guidance to provide a modern, co-ordinated and customer focussed service.

### **Directly Responsible For:**

Not applicable

### **Directly Responsible To:**

Enforcement Team leader

### **Main Areas of Responsibility:**

- To work on specific projects and areas of work effectively and efficiently in accordance with Service objectives and the Team's work programme
- To assist in undertaking the statutory enforcement and Development Management functions in terms of investigating breaches of planning control, negotiating appropriate solutions and taking all forms of formal action where appropriate, assessing associated planning and other applications, preparing reports and recommendations, preparing appeal statements and giving evidence to public hearings/inquiries, and giving general planning advice
- To assist the Planning Enforcement Team Leader / Senior Compliance Officer in the monitoring of major development throughout the city to monitor compliance and where necessary recommend and carry out action, both formal and informal, including dealing with any associated planning applications, in accordance with the adopted Local Enforcement Plan
- To investigate reported breaches of planning control, including major development, using appropriate methodologies and making recommendations for the resolution of outstanding issues
- To assist with and directly use statutory powers of enforcement and planning control, including the investigating of complaints, the monitoring of development and liaison with other Regulatory bodies
- To investigate 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

- To assist the Planning Enforcement Manager in providing advice and guidance to Development Management as required
- To advise complainants and persons responsible for breach of control of actions to be pursued/necessary in relation to any unauthorised development
- To collect evidence, preparation of statements and the presentation of the Council's case in respect of prosecutions in the Magistrates or Crown Court
- To give expert advice on the enforcement of planning control, including whether there has been a breach of control, the appropriate remedial action and the most expedient action in the event of non compliance with legal notices etc
- To monitor of sites to ensure that development is proceeding in accordance with conditions attached to a planning permission and/or listed building consent
- The taking of the most appropriate remedy and expedient action to put right any breach of condition/unauthorised development
- To prepare the documentation and plans required to obtain the authority to take formal action when necessary
- To serve notices and summonses and to hand deliver any other documentation
- To be responsible for the correct implementation of the requirements of the PACE (Police and Criminal Evidence Act) including giving formal cautions; Criminal Investigations and Procedures Act; RIPA (Regulation of Investigatory Powers Act) and Human Rights legislation, in order to protect the Council from litigation or the costs of abortive legal actions brought about by non-adherence
- Embed the Local Plan's vision and strategic priorities in planning decision

making to help maximise development opportunities

## **Supervision and Management Responsibility:**

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development

## **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

## **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:**

- Ability to climb scaffold

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by 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
- Ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## 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 recognised qualification or relevant experience in Planning (A/I)
- Evidence of allied skills (e.g. urban design, development management, project management, policy preparation, investigation of allied enforcement matters, collection and preparation of evidence to be used in Court) (A/I)

### Desirable

- Further training in planning enforcement or Development Management would be an advantage

## Experience

### Essential

- Demonstrable experience of taking a lead in dealing with complex / large scale enforcement matters (A/I)
- Knowledge of PACE, RIPA, CPI Acts and Human Rights legislation (A/I)

## Skills/Abilities

### Essential

- The ability to work collaboratively across teams and to manage high profile programmes of enforcement work (A/I)
- Excellent presentation, communication and report writing skills (A/I)
- Comprehensive knowledge of a range of planning functions (A/I)
- Ability to manage a complex project or large caseload, identify problems, set objectives, initiate action, work to a deadline and monitor results (A/I)

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Commitment to service improvements and providing a first class customer focussed service

## Other

### Desirable

- A positive pro-active approach to development management in an urban authority