JOB PROFILE

# JOB Profile SUMMARY

Job Title Enforcement Manager

Reports to Development Management Divisional Manager

Date March 2018

The Development Management Division includes five separate teams; three teams dealing with planning applications – CDC Majors & Business, CDC Applications and the SDNP Team; Planning Enforcement and the Administration Team with each being led by a Manager. Together these teams seek to deliver sustainable development within both the CDC plan area and the SDNP, from engagement in pre application advice through to implementation of the development.

# Main Purpose of JOB

* To be the lead officer and manager of the enforcement team within Development Management, ensuring the Council provide an efficient and helpful service to customers in all aspects; including the investigation and resolution of breaches of planning control, the prosecution of offences, the issue of formal notices, appeals and general enquiries, in accordance with local and national planning policy and Council Priorities.
* To maintain a caseload of more significant and/or controversial breachs of planning control.

# Key Duties/Accountabilities:

1. To lead and manage a team of professional officers and administrative/technical support officer to provide an efficient and effective planning enforcement service for the District, including that part of the South Downs National Park area of responsibility within the District, which demonstrates a positive and proactive approach to remedying breaches of planning control.
2. To report to the Development Management Divisional Manager and to be accountable for progress of investigations, prosecutions and related matters. To ensure that staff and the team perform in accordance with adopted criteria and targets including delivering a planning enforcement service that fulfils Government guidance and requirements. To ensure that comprehensive arrangements are in place to manage and monitor progress and to intervene and improve as may be necessary.
3. To present a report of formal actions and performance to the Planning Committee and as required presenting enforcement reports to the Planning Committee and other committees and groups for determination as identified.
4. To maintain a caseload of more significant investigations and to check and sign off delegated/committee reports, prosecution Matrixes, and instructions to legal services to commence formal actions to ensure that legislative proceedings are adhered to and that a consistently high standard of report, recommendation and statements is achieved by all members of the team in association with that work.
5. To oversee the work of the Administrative and Technical Officer
6. To manage and operate the agency agreement with the South Downs National Park in accordance with the Service Level Agreement as appropriate.
7. To oversee the gathering of evidence, the preparation of witness statements and the carrying out of interviews under caution in compliance with the Police and Criminal Evidence Act 1984 in relation to offences committed under the Planning Acts and related legislation.
8. To ensure that investigations are compliant with The Regulation of Investigatory Powers Act 2000.
9. To authorise the issue of Temporary Stop Notices and Planning Contravention Notices.
10. Responsible for monitoring and managing the Enforcement service budget in accordance with relevant guidance to ensure that financial management is effective and accounting activities are regularly monitored.
11. To ensure the Council prepares a response to appeals being determined by the written representations procedure and where necessary to attend as expert planning witness at Public Inquiries, Hearings and to give evidence in Court. Prepare proofs of evidence and other documentation in the case of appeals being determined by Hearings or Public Inquiry.

# Additional Duties & Accountabilities

1. To attend the service Divisional Management Team meeting as necessary and take lead responsibility for given areas of service improvements as identified in the development management action plan or as otherwise determined by the Development Management Divisional Manager and/or Director.
2. To ensure that all staff undertake CPD training and are familiar with changes to planning law and policy via regular team briefings, one to one meetings, mentoring of less experienced staff and arranging appropriate training on the basis of performance and development reviews.
3. To undertake periodic planning training for district councillors and parish councillors as necessary.
4. To deal with correspondence and complaints in accordance with the council’s timescales.
5. To support the preparation of the district local plan and the delivery of the council’s corporate priorities as expressed in the corporate plan.
6. To represent the service on external, internal and other groups as required by the Divisional Development Management Manager and/or Director.
7. To provide cover for other development managers in their absence.
8. Manage staff within the area effectively to include the selection; training; development; motivation and day-to-day management of staff reporting directly to the postholder.
9. Understand and effectively implement the council’s staffing policies; processes and procedures: equalities; appraisal; absence; disciplinary and flexible working.
10. Demonstrate a commitment to customer care and continuous service improvement.
11. Understand fully the health & safety demands of the job and meet all the demands as and when required.
12. Attend training courses relevant to the requirements of the role in order to maintain professional knowledge and an understanding of best practice within relevant fields.
13. Comply fully with general statutory requirement such as data protection and statutory requirements specific with the role.

# KNOWLEDGE, SKILLS & EXPERIENCE

## Business Knowledge

* Extensive post qualification experience in development management/planning enforcement (Local Authority or private practice) with managerial experience.
* Experience of performance delivery and achieving good quality outcomes.
* Good knowledge of the current national and local government agenda specifically in relation to development management.
* Experience of achieving customer focused services.
* Excellent communication skills both verbal and written with experience of public speaking and presenting planning applications to Committee and handling appeals via Hearings and Public Inquiries.
* Ability to negotiate, problem solve and work with a range of individuals to achieve the Council’s objectives.
* An appreciation of matters of design, aesthetics, architectural history, development viability, landscape assessment and building technology.
* Working knowledge and experience of management and ability to participate and contribute positively to the work of the Divisional Service Management Team.

## Essential Functional / Technical Skills

* Able to demonstrate enthusiasm and determination to achieve objectives with an ability to work efficiently and methodically under pressure to meet deadlines and targets.
* Diplomatic and confident when dealing with the public, applicants and agents and members including challenging customers.
* Self-manages and takes direct responsibility for a wide and varied work load, whilst being able to manage, motivate and supervise staff.
* Ability to develop and adapt to new and more efficient ways of working and drive forward changes to meet new challenges and opportunities.
* Ability to develop good working relationships with colleagues, other managers, Members and customers to achieve service targets and develop trust and respect for professional opinions and views.
* A level of numeracy sufficient to analyse basic data and draw conclusions from the statistics.
* The ability to assimilate and analyse the key issues from a range of given information, identify the possible options and make a measured decision.
* The ability to undertake surveys and site appraisals at land and premises across the District.
* A valid driving licence and daily access to a car.
* Competent keyboard skills and familiarity with use of computer applications.

## Qualifications

* Educated to graduate level in Town & Country Planning or other relevant degree qualification
* Management qualification is desirable.
* Extensive relevant experience is essential.
* Member of the Royal Town Planning Institute or equivalent is essential

## Personal Attributes/Competencies

* Reliable and resilient individual.
* Project management.
* Managing performance.
* Self-sufficiency.

- Risk management.

This Job Profile is a description of the job as it is currently comprised.  The Council reserves the right to review and amend this Job Profile from time to time, if required to enable it to effectively carry out its functions.  Any changes that are made would be done so in consultation with the post holder and would be commensurate with the grade or salary of the post.