 **Role Profile**

This section provides key information relating to the role

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| **Job Title:** | Principal Enforcement Officer | | |
| **Post No:** | P00865 | **Grade:** | K-L |
| **Team:** | Development Management | **Location:** | Campus East |
| **Responsible to:** | Development Management Service Manager | | |
| **Responsible for:** | Senior Development Management Enforcement Officer and Development Management and Enforcement Assistant | | |

**Overall job purpose:**

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| To manage a small team, to ensure that development in the Borough takes place in accordance with planning legislation and other permissions/consents, investigating and taking action to resolve breaches of planning legislation and breaches of the Welwyn Garden City Estate Management Scheme and to deal with a caseload of complex enforcement cases. |

**Key areas of focus:**

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| 1. | Deal with a caseload of the more complex planning, advertisement, listed building, and conservation area consent enforcement investigations. |
| 2. | Liaison/ meetings with and the provision of advice and guidance to customers on enforcement, planning and related matters. Provision of advice to and response to the requests of the elected Members of the Council. |
| 3. | Where breaches of planning control are identified, investigate the research of such breaches, evaluate alternative options and implement courses of action to remedy or negotiate them. These courses of action may involve preparation of reports to Council Committees, presentation of reports to Members and Committee, preparation and issue of relevant notices, preparation of evidence for inclusion in written appeal statements, presentation of evidence at appeals and attendance at Court. |
| 4. | Collection of evidence in connection with complaints and investigations. This will include precise and accurate records of observations, photography and records of interviews. |
| 5. | Deal with and appear, as necessary, written, hearing and inquiry planning appeals arising from own cases and others within the team. |
| 6. | To provide the immediate management for a small team of professional officers. Assign and monitor workloads, carry out performance management, and to offer advice and guidance and to ensure that work is completed in accordance with established performance indicators. To guide and develop the professional development of the members of the team in the delivery of a quality decision making environment. |
| 7. | Prepare reports for committee seeking authority for formal action in accordance with Council policy and constitution. Presentation of own and team’s enforcement cases and performance monitoring to committee |
| 8. | To be proactive in the development of a customer focussed service, liaising with the Development Management Service Manager and Head of Planning over proposed and anticipated changes that may be required to practice and procedure. |
| 9. | Carrying out of surveillance and investigations in accordance with RIPA , (Regulation of Investigatory Powers Act 2000), PACE (Police and Criminal Evidence Act 1984) and good practise. |
| 10. | Prepare instructions, documents and notices for Legal Services in relation to the service of enforcement, related notices and for prosecution offences. To serve these notices on site owner/tenants where required. |
| 11. | To support team members, prepare and give evidence for prosecution proceedings, for inquiries and for hearings. To appear and give evidence in court in relation to these cases by behalf of the council. |
| 12. | As necessary, draft, prepare and serve S330, Planning Contravention, Breach of Condition Notices and similar notices. |
| 13. | Determination certificate of lawfulness applications for the Development Management Service |
| 14. | To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council’s equalities and diversity priorities. |
| 15. | The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post. |
| 16. | Any other duties that are commensurate with the level and grade of this post. |

**Role Requirements**

The following outlines the criteria for this post. Applicants should describe in their application how they meet the criteria

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| Criteria | **Essential** | **Desirable** | **Assessment**  **Criteria** |
| **Qualifications and experience** |  |  |  |
| Recognised Qualification in Planning Enforcement or Town and Country Planning. | x |  | AP |
| To have a good standard of general education to O level/GSCE A-C standard including English and Maths or equivalent. | x |  | AP |
| Training and experience in the use of RIPA (Regulation of Investigatory Powers Act 2000) and PACE (Police and Criminal Evidence Act 1984). Knowledge of when these powers can be applied. | x |  | AP/IN |
| Management experience. | x |  | AP/IN |
| Health and Safety Qualification. | x |  | AP/IN |
| **Knowledge** |  |  |  |
| Knowledge of Welwyn Hatfield Borough development and planning issues. |  | x | AP/IN |
| Extensive experience and knowledge of planning legislation, planning enforcement procedures and case law. | x |  | AP/AS/IN |
| **Skills and abilities** |  |  |  |
| Need for accurate, instant personal judgement on site for compliance with legislation. | x |  | AP/IN |
| Analytical skills to deal with complex proposals and whilst under significant levels of pressure. | x |  | AP/AS/IN |
| Have an ability to train, guide, motivate and support staff in the Planning Enforcement Team and Development Management Service and an ability to monitor quality and productivity of own work and team members. | x |  | AP/INT |
| Negotiation and tact to achieve a positive outcome for all parties when investigating a complaint. | x |  | AP/INT |
| Being able to handle, positively and calmly, aggressive and volatile situations. | x |  | AP/IN |
| Oral and writing skills sufficient to explain complex legal matters, to maintain positive and professional image to a range of audiences both verbally and in writing. To deliver presentations and author reports. | x |  | AP/AS/INT |
| To work without supervision and make decisions, especially when related to enforcement investigations, without further reference. | x |  | AS/IN |
| **Other attributes** |  |  |  |
| Be capable of carrying out detailed site inspections of building work in progress and sites which could include – climbing ladders, walking across rough ground or heavy undergrowth. | x |  | IN |
| Driving from site to site, including holding a driving licence and have access to a car during work hours and for out of hours work. | x |  | AP |
| Ability to work as part of a team successfully reconciling individual and team targets within specified time frames and with the ability to enthuse and motivate staff and produce targeted work to an acceptable level of quality. | x |  | IN |
| Service of Enforcement Notices in person on site owners/tenants. | x |  | IN |
| Ability to interview persons in volatile situations. | x |  | IN |
| To be able to give evidence under oath in court and at planning appeals. | x |  | IN |
| Have responsibility for Health and Safety including procedures and policies of the Planning Enforcement Team and others investigating breaches of planning (or similar) legislation. | x |  | IN |
| To be responsible for formulating policies and procedures, and giving advice to staff who are carrying out the enforcement function. | x |  | IN |
| Ability to deal with significant levels of pressure from the public and other parties interested in the enforcement section. | x |  | AS/IN |
| The ability to converse at ease with members of the public and provide advice in accurate spoken English. | x |  | IN |
| **Values and behaviours** |  |  |  |
| Transparency, Honesty and Loyalty  Solution based problem solving  Candid, Direct and Open  Being prepared with no surprises  #One Team  Pride in work | X  X X X  X X |  | AP/AS/IN  AP/AS/IN |

**Assessment Criteria:**

**(AP) Application, (AS) Assessment, (IN) Interview**

**Our Values and Behaviours**

Our ‘One Team’ philosophy isn’t just about carrying out the activities outlined above, it is how they are delivered by each and every one of us that matters.

We’re looking for people that are happiest when they’re working as part of a team. We’ve built a workplace that’s based on respect and trust and it’s absolutely essential that everyone embraces this.

It’s really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

The competencies listed below will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.

* Transparency, honesty and loyalty
* Solution based problem solving
* Candid, direct and open
* Being prepared with no surprises
* #One Team
* Pride in work
* Management and Leadership (for managers / supervisors roles)