

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

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| SERVICE | : | PLANNING SERVICES |
| SECTION | : | DEVELOPMENT MANAGEMENT |
| LOCATION | : | FLOOR 3 NUMBER ONE RIVERSIDE SMITH STREET ROCHDALE OL16 1XU |
| JOB TITLE | : | TEAM LEADER (ENFORCEMENT) |
| POST NUMBER | : | 135577 |
| Grade | : | GRADE 9 plus market supplement £3878 |
| Accountable to | : | HEAD OF PLANNING SERVICES DEVELOPMENT MANAGER |
| Accountable for | : | Senior Planning Officer (Enforcement), Assistant Planning Officer (Enforcement) |
| Hours of Duty | : | 37 hours per week including some out-of-hours working |
| Any Special Conditions of Service | | <p>Attendance at evening meetings which will be compensated in accordance with local conditions of service. Other occasional out of hours and weekend working as required.</p> <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC</p> <p>Casual Car User Allowance Payable</p> <p>This post is Politically restricted in accordance with the current regulations</p> |

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

PURPOSE AND OBJECTIVES OF THE JOB

1. To provide for the effective and efficient delivery of services in Development Management with a specific focus on planning enforcement functions and enforcement of S106 legal agreements.
2. To act as lead planning officer for major, complex and high profile enforcement cases including planning appeals and court cases and to enforce breaches of S106 obligations.
3. Develop statutory and non-statutory policies, documents and reports including the Enforcement Plan.
4. To assist in providing advice and guidance, and to provide general supervision of Officers and team members.
5. To assist with the continual improvement, change in working practices and fee income generation so as to support the delivery of lean and effective services.

Control of Resources

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| Personnel: | Staff within the enforcement function / Temporary staff who may from time to time be assigned to specific projects and activities. Project consultants. |
| Financial: | To be responsible for the effective enforcement of S106 legal agreement contributions, and management of any budget cost centres allocated to the post holder. |
| Equipment/Materials: | Responsible for the efficient and effective use of equipment and materials used by the post holder and his/her team. |
| Health/Safety/Welfare: | Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety policies of the Council. |
| Equality and Diversity: | To work in accordance with the Authority's Policy relating to the promotion of equality and diversity. |
| Training and Development: | The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework. |

Relationships (Internal and External)

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| Internal | : <ul style="list-style-type: none">▪ Staff within all directorates of the council▪ S106 coordination panel (or equivalent panels relating to projects)▪ Relevant Officers in other Services and partner organisations.▪ Elected Members of the Council.▪ Trade Union representatives.▪ Township Planning Panels, Planning and Licensing Committee, Township Committees and other Committees or Working Parties of the Council▪ Local Strategic Partnerships |
| External | : <ul style="list-style-type: none">▪ Members of the business community, developers and investors▪ Enforcement Group▪ Environment Agency▪ Greater Manchester Police▪ Historic England▪ Planning Inspectorate▪ Network Rail▪ Members of the public, representatives of community groups / voluntary organisations |

- Officers of other local authorities, AGMA, GMCA and other public service bodies.
- Private, professional and technical personnel (including builders and developers).
- Representatives of Government Departments
- Members of Parliament

Responsibilities

The post holder must –

- (i) Perform his/her duties in accordance with legislation, the Council's policies and procedures including Code of Conduct for Members and Officers, Codes of Practice, approved Delegation Scheme and any other policies adopted by the Service.
- (ii) Perform his/her duties in accordance with Rochdale MBC's Equality and Diversity Policy.
- (iii) Ensure that Rochdale MBC's commitment to public service orientation, equality and diversity and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud of the differences we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our approach

Be aware of and apply these behaviours at all times.

Principal Duties

1. To take the lead role in pro-actively resolving, or negotiating solutions, to major, high profile and complex enforcement cases (and related matters) including unauthorised uses of land and buildings and the condition of land and buildings, working where necessary with local communities, other Council services, partner organisations and external agencies and elected members.
2. To lead on investigations of alleged breaches of planning control through the monitoring of development sites, including minerals extraction and waste disposal sites, to ensure compliance with approved plans and conditions of any planning permission, or terms of any legal agreement.
3. To collect evidence, prepare correspondence, legal notices and files for delegated authorisation to proceed with any necessary legal action and to prepare prosecution files, and on occasion give evidence for Appeals attending as necessary public inquiries, court hearings or similar proceedings.
4. To prepare and lead on the development and implementation of the enforcement plan and performance management systems to monitor and manage the performance of the Enforcement Team in relation to service targets. To maintain accurate records relevant to the Service and identify and implement business improvements to enhance customer outcomes and maximise efficiency.
5. To ensure the effective enforcement of S106 legal agreements by undertaking regular S106 review meetings with relevant departments / budget holders, and working proactively with land owners and developers.
6. Where required, to sign off delegated reports on enforcement decisions and related applications, consultation responses and other related decisions and reports for relevant committees, under delegated powers within the bounds of the relevant scheme of delegation, and if necessary, referring matters to the Head of Planning or Development Manager as appropriate within the scheme of delegation or any other established protocols
7. To procure and thereafter instruct and manage external consultants, including specialists, for matters relating to enforcement cases, inquiries or hearing and prosecutions.

8. To ensure compliance with relevant legislation and service quality management procedures checking reports, recommendations and enforcement notices to be determined under delegated powers, by Planning and Licensing Committee or other relevant committees or panels.
9. To ensure the Council's Code of Conduct for Members and Officers dealing with planning matters is fully complied with.
10. To write clear and professional reports of complex planning issues. To attend and provide professional advice on planning enforcement matters to be determined by the Planning and Licensing Committee, or other Committees, partnerships, public meetings or working parties of the Council, as may be required by the Service Management Team.
11. To advise the public, developers, other professional groups, organisations and individuals and other Council Services, Members of the Council and Members of Parliament on development management issues and procedures offering advice and guidance, including the initiation of correspondence, on such matters in accordance with Service and Council policies and objectives.

Secondary Duties

1. To provide relief cover for other team members to ensure continuity of service, including deputising for the Service Manager as may be appropriate.
2. To participate in in-service training (both as a trainer and a trainee) to ensure staff within the service and/or elected Members, colleagues from other Services are properly trained.
3. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Management Team in consultation with the post holder and, if she/he wishes, his/her trade union representative.
4. To ensure that any quality management systems or procedures in operation within the Service are effectively implemented, managed, operated and reviewed in accordance with the service requirements.

Job Description prepared by Daniela Ripa Date October 2023

Agreed by Post holder _____ Date _____

Rochdale Borough Council Person Specification

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| Service : | Planning | Post: | Team Leader (Enforcement) |
| Section : | Development Management | Post Number : | 135577 |
| Job Ref: | TBC | Grade: | 9 |

Note to Applicants:

- The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet these criteria. You should include examples from your paid or voluntary work.

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| Essential Criteria | | How Identified | |
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| | | AF | Application Form |
| | | I | Interview |
| | | A | Assessment |
| (a) Qualification and Experience | | | |
| 1 | Please confirm you are educated to degree level in Town and Country Planning or related subject. | AF / I Qualification check at interview | |
| 2 | Please confirm you hold Chartered Membership of the RTPI or would be eligible to attain full Chartered Membership within 1 year of appointment. | AF / I Qualification check at interview (if applicable) | |
| 3 | Please detail your experience of undertaking planning enforcement or other regulatory enforcement work in a public sector organisation, including your experience of PACE interviews, injunctive action, giving evidence in court | AF / I | |
| 4 | Please detail your previous experience of interviewing/questioning and negotiating with developers and/or members of the public to collect evidence and successfully resolve complaints effectively | AF / I | |
| 5 | Please provide details of your experience of developing and monitoring enforcement performance management systems, and identifying and implementing business improvements to improve customer outcomes and maximise efficiency | AF / I | |
| 6 | Please provide details of your experience of working as a team and mentoring junior members of staff, with minimal supervision, to work effectively and efficiently to meet customer and management expectations | AF / I | |
| 7 | Please demonstrate your experience and track record of handling major, complex or high profile enforcement cases. | AF / I / A | |
| 8 | Please demonstrate your experience of using electronic case management systems such as specialist planning software and other ICT systems. | AF / I / A | |
| (b) Skills and Knowledge | | | |
| 9 | Please demonstrate your ability to produce written work to a high standard and to check the work of others, to ensure robust, quality and enforceable recommendations and decisions taken to meet service standards and legislative requirements. | AF / I | |
| 10 | Please outline your knowledge of Town and Country Planning legislation (and associated Acts), regulations and policies. | AF / I / A | |
| 11 | Please give details of your ability to apply planning policies broadly, innovatively and proactively to resolve complex planning enforcement issues, and persuade others to a particular view. | AF / I / A | |
| 12 | Tell us about your good interpersonal and communication skills (verbal, written and presentations) and ability to communicate at all levels with staff, elected members and the public. | AF / I / A | |

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| 13 | Demonstrate your ability to work under pressure to meet targets and keep abreast of pertinent issues. | AF / I |
| 14 | Please provide details of your ability to manage projects or commission specialist consultants and work within agreed budgets and timescales. | AF / I |
| (c) Behaviours and Values | | |
| 15 | <p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> • Proud • Passionate • Pioneering and Open <p>Please confirm you are willing to adhere to these values and behaviours.</p> | AF / I |