

**ROCHDALE BOROUGH COUNCIL**  
**JOB DESCRIPTION**

|   |  |
|---|--|
| <b>Service:</b>                                   | <b>Economy Directorate</b>   |
| <b>Section:</b>                                   | <b>Planning and Development - Enforcement</b>  |
| <b>Location:</b>                                  | <b>Number One Riverside, Smith Street, Rochdale, OL16 1XU</b>  |
| <b>Job Title:</b>                                 | <b>Senior Planning Officer (Enforcement)</b>   |
| <b>Grade:</b>                                     | <b>8 (plus Market Factor Supplement £3693.70)</b>  |
| <b>Accountable to:</b>                            | <b>Principal Planning Officer (Enforcement)<br/>Development Manager<br/>Assistant Development Manager</b>  |
| <b>Accountable for:</b>                           | <b>None</b>  |
| <b>Hours of Duty:</b>                             | <b>37 Hours Per Week Or, If Subject To A Job-Share<br/>As Agreed In Writing Between The Post Holder And<br/>Management In Accordance With The Authority's Scheme<br/>Of Flexible Working And With Service Requirements<br/>Including Some Out-Of-Hours Working.</b>  |
| <b>Any Special<br/>Conditions<br/>of Service:</b> | <b>Attendance At Evening Or Weekend Meetings Which Will<br/>Be Compensated For In Accordance With Local Conditions<br/>Of Service. Other Occasional Out Of Hours And Weekend<br/>Working As Required.</b><br><br><b>Casual Car User Allowance Payable</b><br><br><b>The Authority Operates A Smoke Free Policy For All Its<br/>Employees And Applies To Any Building And Associated<br/>Grounds Within The Immediate Vicinity Of The Building<br/>Which Is Wholly Owned, Leased Or Operated And<br/>Occupied By RBC.</b> |
| <b>Organisational Chart:</b>                      | <b>see attached</b>  |

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

## **PURPOSE AND OBJECTS OF THE JOB**

To assist in the carrying out of the functions of the Council in respect of planning enforcement work and related environmental matters.

To give effect to the Council's planning policies and corporate strategies through the enforcement process.

## **Control of Resources**

|                               |   |
|-------------------------------|---|
| <b>Personnel:</b>             | The post holder will be responsible for the training and supervision of other staff as may from time to time be allocated to the post holder. |
| <b>Financial:</b>             | None.   |
| <b>Equipment/Materials:</b>   | Responsible for the efficient and effective use of equipment and materials used by the post holder.   |
| <b>Health/Safety/Welfare:</b> | Responsible for the health, safety and welfare of self and colleagues in accordance with Service and Council Policies.                        |

## **Relationships (Internal and External)**

### **Internal**

- Staff within the Planning and Development Service and wider Economy Directorate
- Relevant Officers in other Council Services and partner organisations.
- Elected Members of the Council.
- Local Strategic Partnerships.
- Legal.

### **External**

- Members of the public/representatives of community groups and voluntary organisations and the business community.
- Officers of other local authorities, AGMA and other public service bodies.
- Private, professional and technical personnel (including builders and developers)
- Representatives of Government Departments
- Members of Parliament
- Historic England
- Environment Agency
- Legal advisors.

## **Responsibilities**

The post holder must -

- (i) Perform his/her duties in accordance with the Council's adopted Code of Practice for Town Planning Enforcement, the Code of conduct for Members and Officers, approved Delegation Scheme and any other policies adopted by the Council.
- (ii) Perform his/her duties in accordance with Rochdale BC's Equality and Diversity Policy.

- (iii) Ensure that Rochdale BC's commitment to public service orientation, equality and diversity and customer care are provided.

### **Values and Behaviours**

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

- Proud
- Passionate
- Pioneering and Open

Be aware of and apply these behaviours at all times

### **Principal Duties**

1. To assist in the delivery of a professional, efficient and cost effective Planning service that meets legal and policy requirements, performs above national and corporate performance targets and standards and is transparent and accessible to customers.
2. To lead on investigations of enquiries or complaints arising out of alleged breaches of planning control including unauthorised uses of land and buildings. (Note: this does not include unauthorised development or uses of Council-owned property which will be matters dealt with by the appropriate land-owning Service).
3. To lead on investigation of enquiries or complaints regarding the condition of land and buildings. (Note: this does not include action over the condition of land and buildings in Council ownership which will be matters dealt with by the appropriate land owning Service).
4. To lead on investigations of alleged breaches of planning conditions or legal agreement and through the monitoring of development sites, including minerals extraction and waste disposal sites, ensure compliance with the approved plans and conditions of any planning permission, or terms of any legal agreement.
5. 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.
6. To advise members of the public, developers, other professional groups, organisations and individuals, Council services and elected Members on development management and enforcement issues and procedures offering advice and guidance, including the initiation of correspondence, on such matters in accordance with Service and Council Policies and objectives.
7. To update and maintain accurate files and records relating to investigations into enquiries, complaints and enforcement proceedings and to maintain all pertinent records of activities and time recording for statistical returns and administrative and professional purposes.
8. To lead the development of performance management systems to monitor the performance of the Enforcement Team in relation to best value and service targets and to maintain accurate records relevant to the Service.

9. To professionally process planning applications and appeals arising from enforcement cases in an efficient and effective manner, including carrying out site visits and meetings, ensuring that statutory requirements are fully complied with and national and local performance targets are met.
10. To provide effective, integrated and timely advice to planning and enforcement staff on the need for, and appropriate use of, enforcement powers relating to complaints received by the Service, and to oversee cases to authorise enforcement action where expedient.
11. To display a high level of professional competency, maintaining a thorough and up to date knowledge of legislation and guidance and apply this to ensure legally sound recommendations and decisions in accordance with legislation, policy, best practice and guidance.
12. To supervise and provide mentoring support and guidance to junior members of the team to ensure robust and timely recommendations and resolutions in accordance with legislation, policy, best practice and guidance.
13. To represent the Council at external meetings and lead on the dissemination of best practice, knowledge and guidance in relation to planning enforcement.

### **Secondary Duties**

1. To work with officers of other Sections/Divisions and Services as necessary concerning matters for which the post holder is responsible and to provide relief cover for other enforcement officers and team members to ensure continuity of service.
2. 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.
3. To participate in in-service training (both as a trainer and a trainee) to ensure staff within the service and / or Members of Council, colleagues from other Services are properly trained on planning matters.
4. To undertake any other duties as may reasonably be determined by the Development Manager or Assistant Development Manager in consultation with the post holder and if he/she wishes, with his/her trade union representative.

Job Description prepared by: Daniela Ripa  
Development Manager

Date: August 2018

Agreed by Postholder:

Date:

Line Manager:

Date:

Head of Service:

Date:

**Rochdale Borough Council  
Person Specification**

|                  |                            |                      |  |
|------------------|----------------------------|----------------------|--|
| <b>Service :</b> | <b>Economy Directorate</b> | <b>Post:</b>         | <b>Senior Planning Officer (Enforcement)</b> |
| <b>Section :</b> | <b>Planning</b>            | <b>Post Number :</b> | <b>PLD00000011</b>                           |
| <b>Job Ref:</b>  |                            | <b>Grade:</b>        | <b>8</b>                                     |

**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 this criteria. You should include examples from your paid or voluntary work.

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| Criteria   | Essential (E) or Desirable (D) | How Identified: AF Application Form I Interview A Assessment    |
|--|--------------------------------|---|
| <b>(a) Special Working Conditions</b>  |                                |   |
| 1 Are you able to work flexibly where work deadlines have to be met?   | E                              | AF & I  |
| 2 Are you willing to undertake a certain amount of travelling in the course of your duties?  | E                              | AF  |
| <b>(b) Qualification and Experience</b>  |                                |   |
| 3 Do you have either a) recognised qualification in Town Planning or equivalent, or b) demonstrable experience of handling and resolving complex Town Planning Enforcement cases, including legal proceedings?                         | E                              | AF & I – Production of Certificate at interview (if applicable) |
| 4 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 and giving evidence in court | E                              | AF,I,A  |
| 5 Please detail your previous experience of interviewing/questioning and negotiating with developers and/or members of the public to collect evidence and resolve complaints effectively   | E                              | AF,I,A  |
| 6 Please provide details of your ability to keep accurate records and organise your case files and correspondence to meet deadlines and priorities.  | E                              | AF & I  |
| 7 Please provide details of your experience of undertaking site visits, survey work and gathering evidence to inform your recommendations.   | E                              | AF & I  |
| 8 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.      | E                              | AF & I  |
| 9 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.                    | E                              | AF & I  |

|                                  |  |   |        |
|----------------------------------|--|---|--------|
| 10                               | Please give details of your previous experience of handling customer enquiries tactfully and with sensitivity, and of resolving initial enquiries from Members of the public/elected Members with speed and diplomacy.   | E | AF,I,A |
| <b>(c) Skills and Knowledge</b>  |  |   |        |
| 11                               | Are you motivated with a positive attitude and resilient to pursue tasks to a positive conclusion?   | E | AF & I |
| 12                               | Please provide details of your ability to organise your workload, work under pressure and prioritise effectively to meet deadlines.  | E | AF & I |
| 13                               | Please provide details of your ability to research and analyse historical or statistical information and use this information to prepare recommendations and reports.  | E | AF & I |
| 14                               | Please provide examples of your ability to communicate effectively with other colleagues, developers and the public both in writing and verbally.  | E | AF & I |
| 15                               | Please give details of your ability to demonstrate numeracy and literacy skills to a high level of accuracy.   | E | AF & I |
| 16                               | Please provide details of your experience of preparing appeal statements, witness statements, and/or Proofs of Evidence for enforcement appeals and your attendance at hearings/Inquiries and court proceedings.   | E | AF & I |
| 17                               | Please provide details of your ability to access, interrogate and maintain electronic databases and files.   | E | AF & I |
| <b>(d) Behaviours and Values</b> |  |   |        |
| 18                               | <p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> <li>• Proud</li> <li>• Passionate</li> <li>• Pioneering and Open</li> </ul> <p>Please confirm you are willing to adhere to these values and behaviours</p> | E | AF & I |
| <b>(e) Armed Forces</b>          |  |   |        |
| 19                               | If applicable and you are applying under the Armed Forces Interview Scheme please confirm your last long term employer was the Armed Forces.   | D | AF     |
| 20                               | If applicable and you are applying under the Armed Forces Interview Scheme please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.   | D | AF     |