

Job Description and Person Specification

Post Title: Planning Enforcement Team Leader

Reports to: Planning and Strategic Growth Group Manager

Scale: 6

Politically Restricted: No

Overall Purpose

To lead and manage the day-to-day operations of the Planning Enforcement Team. Carry out planning enforcement investigations and duties in line with the Councils Planning Enforcement Policy. To provide appropriate mentoring, advice, support and training for officers within the team. To promote a customer focused approach and engage proactively with the transformation of services.

Key Roles, Tasks and Responsibilities

1. To act as the lead officer for the Planning Enforcement service; ensuring that the team responds appropriately to demand and performs effectively and efficiently.
2. To manage the Planning Enforcement Team function for the authority, delivering the service to users fairly and without discrimination. Dealing with all customers in a calm and effective manner.
3. Be responsible for line management of staff within the Planning Enforcement Team, including performance management, ensuring staff perform to the best of their ability, absence management, identifying and reviewing training and development needs and providing advice and guidance to colleagues.
4. To prepare, update and implement policies and procedures in relation to appropriate legislation changes and updates.
5. To maintain relevant, up to date, knowledge of legislation, technology and information systems relating to the Planning Enforcement regime.
6. To be responsible for carrying out inspections, visits & investigations in respect of Planning Enforcement. Where necessary these may be complex and in-depth and involve other enforcement interventions in order to secure compliance with the Planning Enforcement Policy and legislative requirements.

7. To be responsible for ensuring that enforcement records are up to date and the enforcement registers is satisfactorily maintained and to complete the relevant returns and performance indicators.
8. To supervise and maintain the enforcement database, review and implement changes to improve the effectiveness and efficiency of the system.
9. To prepare and present reports as required for the relevant committees, hearings and in support of legal proceedings, and to appear at Court as a witness in the event of cases and prepare and deliver refresher training to members as necessary.
10. To ensure that all related information relating to the service on the external Blaby District Council website is relevant and up to date.
11. To work in partnership with other departments of the Authority, outside agencies and bodies to develop and deliver efficiencies and service improvements. Including but not limited to working with the Police, EA and MATU regarding major events that are taking place across the district.
12. Manage the day-to-day budget of the section, reconciling the various incomes, preparing budget forecasts and expenditure, exercising control over the spending of the section.
13. To be flexible in approach to the work of the Planning Enforcement Team, undertake any other duties as may be deemed necessary and where appropriate or when directed to do so by the Group Manager.
14. The postholder will be required to undertake some inspections, investigations or attend meetings outside of normal working hours. There will be a requirement to undergo designated training sessions as necessary, which may be at other establishments. This includes attendance at Cabinet and Committee meetings.
15. Conduct interviews and administer cautions in accordance with PACE and other legal requirements.
16. Issue notices under delegated powers that are commensurate with the post and authorised under the Councils constitution.
17. Maintain and be responsible for the enforcement Scheme of Delegation.
18. Ensure inspections of on-going and completed development to ensure compliance with approved plans and planning conditions

19. To be responsible for all training and development needs of the enforcement team, and to plan to meet these needs as appropriate.
20. Undergo designated training sessions as necessary, which may be out of normal working hours and/or other establishments as may be required. Attendance at any training sessions will be deemed to be part of the post holders duties and responsibilities.
21. To ensure that robust, effective safe working arrangements and procedures, including lone worker, are documented and in place and adhered to by staff at all times.

Post Characteristics

Allowances: Essential car user allowance

On call/emergency situations: N/A

Security/safeguarding checks: None

Health and Safety Responsibilities

1. To be familiar and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.
2. To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager or the Corporate Health and Safety Adviser for action.
3. To take reasonable care for health and safety of yourself and others.
4. To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements are complied with.
5. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety.
6. To maintain any Personal Protective Equipment that you are issued and required to wear, and to report any defects to your line manager.

Emergency Planning/Response Responsibilities

1. To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

Person Specification

Knowledge

Essential:

Broad and detailed technical enforcement knowledge, including current policy, developments, legislation and procedures in a Local Authority. (3,4*)

Desirable:

Knowledge of Local Government & other Planning areas. (3,4*)

Experience

Essential:

Experience of leading enforcement investigations and actions.

Experience of Managing, leading and motivating a Team (3,4*)

Experience of preparing for and presenting evidence in a formal setting. (e.g Court, Council, Committee) (3,4*)

Experience with proven independent working and achievement of targets (3,4*)

Experience of writing and presenting reports and presentations (3,4*)

Experience in a customer focussed environment (3,4*)

Desirable:

Experience of managing budgets (3,4*)

Skills/Abilities

Essential:

Excellent verbal and written communication (2,3,4*)

Able to work as part of a team and support less experienced colleagues (3,4*)

Persuasive and diplomatic (4*)

High level of competence in office and database systems (3,4*)

Able to work on own initiative, manage conflicting priorities and work under pressure (2,3,4*)

Excellent time management skills and to be able to work to deadlines (3,4*)

Able to maintain accurate records (3,4*)

Able to research, analyse and interpret technical information (3,4*)

Able to assimilate data and produce written reports. (2,4*)

Work with, and develop plans and systems to deliver the service (3,4*)

Demonstrate a strong customer care approach in all aspects of work (3,4*)

Ability to liaise and negotiate with external agencies. (3,4*)

Desirable:

Effective presentation skills. (2,4*)

Able to manage projects (3,4*)

Qualifications/Training

Essential:

Recognised qualification in Planning Enforcement or a similar relevant area

Other

Essential:

Flexibility to carry out evening and weekend inspections and visits as required (4*)

Management of lone working (4*)

Full current valid UK driving licence and a car available for work at all times which is insured for business use (5*)

Method of assessment*

1. Test prior to shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence

Job Description and Person Specification details:

Reviewed by: Planning and Strategic Growth Group Manager

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