

Job Title	Principal Enforcement Officer
Grade	Grade 6
Reports To	Delivery Manager (Development Management)
Responsible for	Planning enforcement officers
Post Ref	

Job Purpose

- To provide management support and assistance to the Delivery Manager in the delivery of planning enforcement and related services.
- Actively engage in the monitoring, reporting and delivery of performance outcomes for the enforcement team alongside active management of the team and projects to support continuous improvement of the service.
- Subject to authorisation via the scheme of delegation, the post holder may be responsible for decision making on planning enforcement and related applications.
- Actively support all corporate and workforce development programmes and promote corporate governance and compliance requirements.
- Support Directorate and service development projects and programmes and to deputise for the Delivery Manager in enforcement related matters.
- Ensure the effective investigation of complaints and allegations of unauthorised developments, including visits to and interviews with members of the public and take decisions and make recommendations as appropriate in accordance with the Council's delegations and constitution.

Main Duties and Responsibilities

1. Act as the lead officer/planning professional on enforcement projects and related enforcement activity/initiatives, including developing and delivering strategies for coordinated and targeted cross council activities to support the realisation of the shared service's objectives.
2. Act as the principal enforcement officer to provide specialist support to other enforcement staff working within and beyond the team, including within other parts of the shared service. Carry a personal caseload of complex enforcement cases and investigate or facilitate actions that progresses them to a successful outcome.
3. Prepare reports and support junior officers in the preparation of written statements for submission to the Delivery Manager for recommendations for courses of enforcement action.
4. Support the development and implementation of planning and related policies to enable effective and efficient enforcement in greater Cambridge.
5. Consider the merits of applications for planning permission arising from investigations or enforcement action and liaising with the Delivery Manager where appropriate.
6. Take and prepare statements of evidence as requested by the Council's Solicitor.

7. Appear as required as the Council's expert witness at Court in support of Council's enforcement decisions.
8. Prepare and serve enforcement and other related notices and orders under Town and Country Planning legislation as deemed appropriate and progress prosecution cases.
9. Facilitate and support the delivery of all enforcement outcomes, including the taking of action in default, and the exercise of complementary legislation (such as proceeds of Crime) to support the prompt and cost effective resolution of all breaches of planning control.
10. Oversee the collection and reporting of enforcement performance management information, including identifying steps to address performance shortcomings/challenges.

Person Specification

Values:

Our values framework sets out the behaviours that are important and that we expect everyone to demonstrate at work, regardless of grade and position.

The framework will set out our expectations about:

- how we do things
- how we treat others
- what we say and how we say it
- how we expect to be treated

We value:

- Connecting people, places, partnerships and working together
- Integrity and honesty to ensure that we are open and accountable
- Dynamic approach to the delivery of services with drive and energy
- Innovative people who like doing things differently and better

Attributes	Essential Criteria	Desirable Criteria
Education and Qualifications	<p>Degree or recognised post graduate qualification in planning or related discipline or proven experience of understanding relevant legislation with regards to planning enforcement</p> <p>Evidence of management skills would be useful Eligibility for membership of RTPI or other relevant professional body</p> <p>Evidence of continuous professional development</p>	Management qualification
Knowledge and experience	<p>Significant lengths of experience at handling investigations and successfully resolving issues that required investigating and/or resolving issues from the investigation within planning enforcement.</p> <p>Thorough awareness of current issues and a working knowledge of legislation relevant to Planning enforcement.</p>	
Skills and Abilities	<p>Ability to motivate others and successfully work under pressure and meet deadlines, performance target and produce a regular consistent output of work</p> <p>Excellent verbal, written communication and presentation skills</p> <p>Proven ability to deliver high quality services and excellent customer care</p> <p>Project management skills</p> <p>Good numerical and IT skills, including experience in the application of planning related systems and Microsoft packages</p>	

	<p>Ability to negotiate successfully and influence outcomes</p> <p>Highly developed analytical and problem solving skills</p>	
Personal Attributes	<p>Inspires confidence and trust with people at all levels internally and externally</p> <p>Proven ability to manage conflict in the discharge of the planning function</p> <p>Organises own work and able to supervise the work of others to maximise efficiency and productivity</p> <p>Acts with tact, diplomacy, and empathy in all aspects of work</p> <p>Shows initiative and is a proactive self starter</p> <p>Ability to work flexibly to meet the requirement of the role.</p> <p>Committed to the achievement of equal opportunities in both employment and service delivery</p>	