Recruitment information

Job description and person specification

Your title	Senior Compliance Officer
DBS check	None required
Post number	PRN000189
Your team	Development Management
You would be based	Civic Centre, Esher
Your line manager	Compliance and Trees Team Leader

Elmbridge Borough Council

About the role

You will be investigating breaches of planning control. Working with applicants and developers to resolve breaches whilst keeping residents and Members up to date with investigations. You will work in a team, made up of a team leader, two compliance officers, as well as two tree officers.

The main purpose of the role:

To investigate and resolve alleged breaches of planning control, many of which will be of a complex nature. To ensure that development is carried out in accordance with approved plans and that conditions imposed on planning permissions are complied with. To take a lead role and take part in proactive enforcement projects and public liaison opportunities throughout the Borough.

Specific duties and responsibilities

1. Investigate alleged breaches of planning control, including unauthorised operational development, material changes of use, non-compliance with planning conditions, unauthorised advertisements, breaches affecting listed buildings and other planning-related matters
2. Undertake complex and high-profile investigations.
3. To assist in the allocation of investigation requests.
4. To provide support to the other compliance officers in the team.
5. To fully research the history of the subject site and assess plans and other documentation for evidence of any breach of planning control.
6. To visit sites and survey developments to record evidence of any breach of planning control and to interview members of the public, owners and occupiers of the land as necessary.
7. To negotiate compliance with planning controls as appropriate.
8. To liaise with Legal Services and other relevant Services as necessary.
9. To prepare reports to recommend appropriate courses of action as appropriate.
10. To issue instructions, serve notices, prepare statements and collate plans, documents and statements which may be produced as evidence.
11. To prepare and present evidence for written representation appeals, informal hearings, Public Inquiries and Court hearings as appropriate.
12. Monitor compliance with notices and permissions and undertake follow-up investigations as required.
13. Act as a technical specialist within the service and provide guidance on complex enforcement issues.
14. To respond to enquiries and correspondence from Members, other officers, members of the public and other interested parties.
15. To work with the Team Leader / Development Manager and other appropriate Officers to deliver selected proactive enforcement projects.

16. To work with the Team Leader / Development Manager and other appropriate Officers, organisations or individuals to increase and improve public liaison for planning enforcement.
17. To assist in officer and Member training.
18. To provide enforcement support, as required across Planning Services.
19. To assist the Team Leader on regular committee reports on the Compliance Team performance.

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom

Title: Senior Compliance Officer	**Post No: PRN000189**
Team: Development Management	**Hours: 36 per week (including out of normal officer hours)**
Salary: SCP36-45 £47,474 - £58,069	**Car Allowance: C3- Frequent Car User**

Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)

Qualifications and Education			
1	A degree in Planning or other appropriate professional qualification in Planning Enforcement	Desirable	A
2	Membership of the Royal Town Planning Institute and its Enforcement Network	Desirable	A

Experience			
3	Significant experience of working in planning enforcement	Essential	A, T, I
4	Experience in writing planning reports/notices/ appeal statements/hearings	Essential	A, I
5	Experience of interviewing and taking statements from members of the public	Essential	A, I
6	Experience of on-site investigation, collecting information, measuring developments, monitoring and research into documentary records.	Essential	A, I
7	Previous use and exploitation of computerised systems, using digital evidence gathering tools and technologies	Essential	A

Knowledge, skills and abilities			
8	Ability to read and interpret technical plans and drawings	Essential	A, T, I
9	Knowledge of and ability to interpret and apply relevant legislation and Government guidance, including permitted development rights and case law	Essential	A, T, I
10	Understanding of PACE and RIPA and how it relates to planning enforcement.	Essential	A, I
11	Understanding of how the NPPF and the Local Plan impacts planning enforcement.	Essential	A, I
12	Good verbal and written communication skills.	Essential	A, I
13	Good record keeping	Essential	A, I
14	Ability to work under pressure and to contribute to team effectiveness	Essential	A, I

15	Ability to work with minimum supervision and programme workloads to meet deadlines	Essential	A, I
16	Ability to provide a high quality service to customers	Essential	A, I
17	Ability to explain policies and processes to persuade and negotiate solutions with landowners/agents	Essential	A, I
18	Understanding of the Health and Safety issues involved in planning enforcement.	Essential	A, I

Special requirements			
19	A flexible and innovative approach to work	Essential	A, I
20	Access to a vehicle for site visits throughout the borough	Desirable	A
21	A full drivers licence	Essential	A
22	The carrying out of site visits and investigations outside of office hours and at weekends is occasionally required, together with appearance at hearings, public inquiries, committees and Court.	Essential	A, I