

**Job Description**

**Department:** Place & Economy

**Division/Section:** Development & Construction

**Job Title:** Compliance Officer

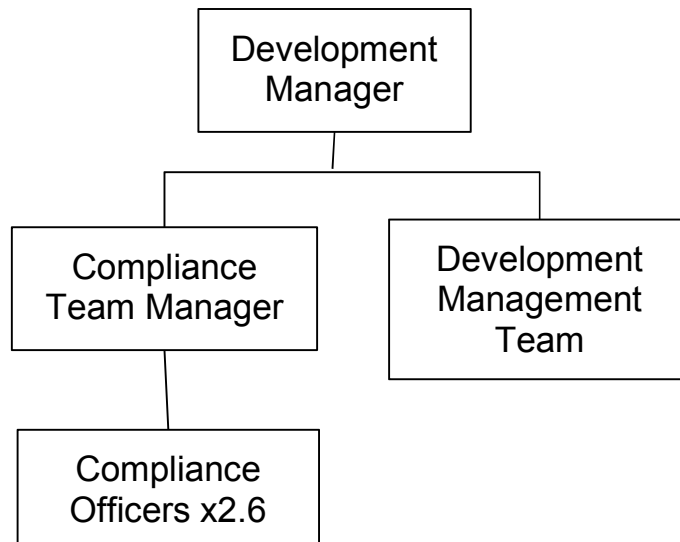
**Post No:** 002945 / 002946 / 005047

**Grade:** 9

**Reports to:** Compliance Team Leader

**Organisation Chart:**

Show immediate manager and any jobs reporting to this post.



**CRB Check applicable?**

Standard  Enhanced  None

**Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?**

Yes  No

**Line Management responsibility for:**

**No. of direct reports:** 0

**No. of indirect reports:** 0

**Size of budget:** None

**Job Purpose:**

Proactively monitor development and conduct investigations into potential infringements of planning decisions, effectively engaging with colleagues, the public, developers and agents and customers, to offer advice, recommend appropriate action and where required instigate enforcement proceedings, in line with best practice, national standards, organisational requirements and statutory obligations.

## Main Duties and Responsibilities:

1. Conduct investigations into potential infringements of planning decisions, effectively engaging with colleagues, the public, developers and agents, to offer advice, recommend appropriate action and where required instigate enforcement proceedings to secure compliance with planning requirements. Some out of normal office hours work may be necessary.
2. Proactively monitor development in conjunction with building control surveyors and working closely with colleagues in related functions, to ensure compliance with planning conditions
3. Ensure that all correspondence, reports, registers and records are complete, up to date and effectively dealt with and will where required support appeals, inform negligence claims, and provide comprehensive evidence at enforcement appeals and public inquiries and in the Magistrates or higher courts.
4. Share knowledge and develop best practice to ensure individual, team and relevant service objectives and targets are delivered.
5. Participate in the regular review of service provision in line with national best practice and quality standards, including where required, participation in cross function teams, and implement any required improvements effectively to ensure the on going efficient delivery of services.
6. Review new regulations, Directions and Planning Policy Statements, and make recommendations on the potential need for procedural change in Planning Delivery.
7. Deliver excellent customer services in line with national standards and best practice, actively participate in the Planning Delivery Team, effectively manage personal workload, and identify and achieve personal development opportunities.

Generic Responsibilities: To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.  
To comply with all Health & Safety at work requirements as laid down by the employer.

Flexibility Clause: Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments. You will be required occasionally to work anti-social hours to investigate cases. You may be required to provide services to nearby local authorities.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.  
In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

**DATE:** June 2019      **COMPLETED BY:** NH