

## Job Description

**Department:** Growth and Regeneration

**Division/Section:** Planning Services

**Job Title:** Compliance Team Manager

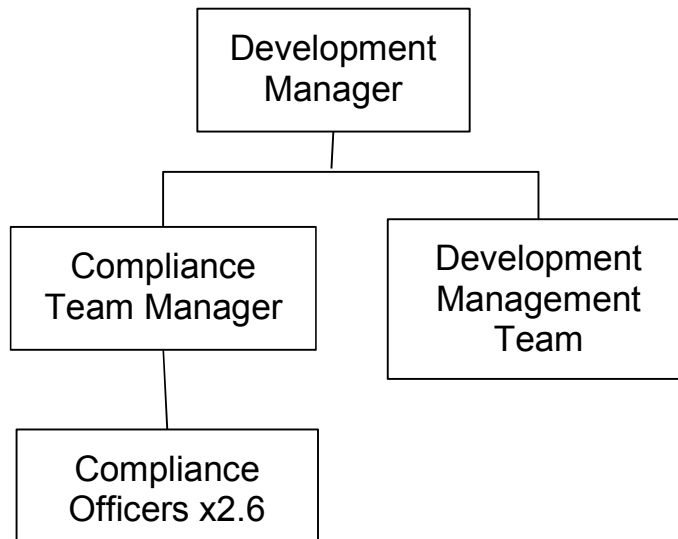
**Post No:**

**Grade:** 13

**Reports to:** Group Manager

**Organisation Chart:**

Show immediate manager and any jobs reporting to this post.



**CRB Check applicable?**

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:** 4

**No. of indirect reports:** 0

**Size of budget:**

None

**Job Purpose:**

- Deliver an effective and efficient planning compliance service in line with national standards, effectively engaging with internal and external partners to inform and advise, in line with best practice, national standards, organisational requirements and statutory obligations.
- Managing and developing the team to ensure that individual, team and business objectives and targets are delivered.

- Be responsible for a personal enforcement caseload

## **Main Duties and Responsibilities:**

1. The post-holder will take a lead role in all aspects of planning compliance. They will provide an effective and efficient planning compliance service which complies with the Council's Planning Policies, the requirements of the Town and Country Planning Acts and/or associated Orders and Regulations and national policy and advice.
2. Manage, coach, motivate and develop a team of professional staff to ensure that individual and relevant service objectives are delivered, knowledge is shared and staff are well informed and involved. Responsible for the teams caseload management, performance appraisals, performance management and identifying of development and recruitment needs.
3. To deputise for the Group Manager when requested.
4. Manage a personal enforcement caseload.
5. Work effectively with the Group Manager and other managers to forward plan workloads, monitor income and expenditure budgets, ensure the consistency of planning decisions and deliver local and national performance targets and define and deliver service improvement plans, and ensure continuous service improvement is maintained.
6. Defining (and periodically reviewing) the planning enforcement strategy of the Local planning Authority for agreement by committee.
7. Being responsible for the maintenance and improvement/development of the department's enforcements records and registers, including public registers and searches records and contribute to any reviews of the corporate enforcement strategy/policy.
8. Administer data collection for relevant financial targets and performance outcomes for required national/local measures as defined in the service annual business plan and budget.
9. Represent the service on cross functional and inter-authority teams, at Council committees and at public meetings, to ensure that accurate, up to date recommendations and advice are available and any required actions are delivered on time.
10. Coach and motivate individuals, share knowledge and develop best practice to ensure individual, work team and relevant service objectives and targets are delivered. To own and take a lead on the team's training and development to ensure that professional officers are up to date with the constant changes in planning legislation.
11. Ensure that all correspondence is complete, up to date and effectively dealt with and recorded as part of the overall planning process and to be of a quality and transparency to inform appeals, enforcement action and the Council's complaints procedure.
12. Participate in the regular review of service provision in line with national best practice and quality standards, including participation in cross function teams, and implement any required improvements effectively to ensure the on going efficient delivery of services.
13. Direct the evaluation of new legislation, Directions, Planning Policy Statements, Circulars, recent court cases and research and make recommendations to the service and other relevant departments, of the potential impact and relevance to future service delivery.
14. Develop and share best practice and provide guidance to team members, effectively manage personal workload, play an active role in the Development Management Team, share knowledge with team, identify and achieve personal development opportunities.

14. Be responsible for the preparation, presentation and oversight of enforcement notices and other informal notices, appeals, prosecutions, direct action and other related activities and, when required, give evidence in court.
15. Ensure that appropriate risk management occurs for planning enforcement with respect to both health and safety of staff and ensuring robust procedures and processes exist, in particular on higher risk actions (e.g. Direct action cases).

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.

Peterborough is engaged in the delivery of services to other Authorities, and although currently no services are delivered in respect of Planning Compliance, this may change in the future. The post holder may, therefore, be engaged in the delivery of the compliance service in nearby Authorities in the future.

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:** January 2019    **COMPLETED BY:** Nick Harding/Lee Collins