

## Job Description

**Directorate:** Place & Economy

**Division/Section:** Development & Construction, Compliance

**Job Title:** Compliance Officer

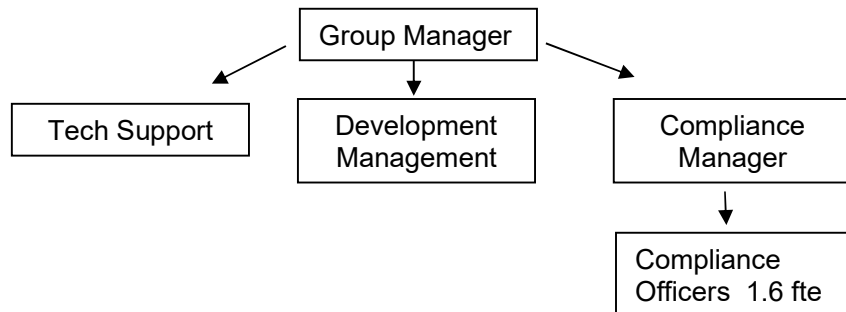
**Post No:** 002945 & 005047

**Grade:** 7 and 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. Write reports outlining the outcome of investigations and setting out recommendations for formal action or justifying where formal action is not required. Some out

of normal office hours work may be necessary. You may also be required to work in neighbouring districts.

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.

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.

## **CAREER PROGRESSION**

### **Grade 7**

You do not require a planning / enforcement qualification to perform this role.

You will be operating with a lower level of direction, guidance and supervision by your line manager, including in the area of work planning and organisation.

You will be dealing with relatively straight forward, low level, breaches of control which will be result in some formal enforcement action such as Planning Contravention Notices and Cautions. You will be dealing with applications raising similar principles. You will have to use limited negotiation and influencing skills.

You will be expected to carry out lone site visits to investigate and gather evidence

including interviews and negotiations with developers in potentially adversarial situations.

You will have some knowledge and experience of working within a regulatory service or be working towards a planning / enforcement or equivalent vocational qualification.

**Grade 9**

You will have obtained a planning / enforcement qualification or hold a similar non-planning vocational qualification.

You will be operating with lower level/minimal direction, guidance and supervision and assistance on work planning and organisation by your line manager.

You will be dealing with more complex cases involving built development and changes of use including those which require formal action by way of Notices and Prosecution. You will be operating your negotiation and influencing skills independently. You would represent the Council at appeal.

You will be expected to carry out lone site visits to investigate and gather evidence including interviews and negotiations with developers in potentially adversarial situations.

You will have a good working knowledge of the Town & Country Planning Act, General Permitted Development Order, Advertisement Regulations and Use Classes Order, as well as the procedures and legal processes for formal enforcement action.

**DATE:**

**December  
2022**

**COMPLETED BY:  
S Bland**

# PETERBOROUGH



## Person Specification

<b>JOB TITLE:</b>	Compliance Officer	<b>POST NO:</b>	002945/005047
<b>GRADE:</b>	7 and 9	<b>DIRECTORATE:</b>	Place & Economy
<b>HOURS</b>	Full Time & Part Time		
<b>DIVISION:</b>	Planning, Transport and Engineering Service	<b>EXECUTIVE DIRECTOR:</b>	Adrian Chapman
<b>DATE:</b>	December 2022	<b>COMPLETED BY:</b>	Sylvia Bland

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>		<ul style="list-style-type: none"><li>• Planning legislation, the development industry, and the magistrate judicial system. and regulation in other related areas (A/I)</li></ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"><li>• Effective delivery of performance in line with local and national targets (A/I)</li><li>• Delivering high quality services to both internal and external customers (A/I)</li><li>• Effective verbal and written communication skills including explaining technical/factual issues, systematically record observations and produce clear and concise reports (A/I)</li><li>• Ability to prioritise workloads and meet strict deadlines (W)</li><li>• Broad range of IT skills including Microsoft Office, Planning Systems e.g. Uniform (A/I)</li></ul>	<ul style="list-style-type: none"><li>• EDRMS/GIS systems use (A/I)</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• At least 3 years office based of which one has involved a quasi judicial regulatory process involving the collection and presentation of evidence.</li></ul>	<ul style="list-style-type: none"><li>• At least one year working in a planning department either as an enforcement officer/technician or as a planning officer.</li></ul>
<b>QUALIFICATIONS</b>		<ul style="list-style-type: none"><li>• GCE 'A' level or equivalent standard of education.</li></ul>
<b>PERSONAL</b>	<ul style="list-style-type: none"><li>• Full driving licence (D)</li><li>• Vehicle available for work at all times(I)</li></ul>	

<b>CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Able to work at unsocial hours sometimes</li> <li>• Able to work in neighbouring districts</li> </ul>	
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care (A & I)	

*[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed:  
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*