



**SWINDON**  
BOROUGH COUNCIL

<b>Job title:</b>	Senior Enforcement Officer	<b>Role Profile No</b>	SC2056
<b>Grade/s</b>	Q		
<b>Salary Range</b>			
<b>Directorate / Pillar / Strand</b>	Economy Regeneration and Skills	<b>Reporting to:</b>	Head of Regulatory Services

**Role Overview:**

To manage the planning enforcement function, including the investigation of breaches of planning control and the initiative of formal enforcement action where required.

**Job Purpose:**

- To control and manage the recording of complaints and the investigation and collection of evidence of alleged breaches of planning control and criminal offences prescribed within the current planning and kindred legislation.
- To supervise and manage negotiations to achieve the settlement of breaches or take formal action against offenders by the service of notices or prosecution.
- To initiate enforcement action to rectify breaches of planning control, including the service of appropriate notices, preparation and presentation of evidence at inquiries and hearings and prosecution in the Magistrates Court, Crown Court and application for injunctions through the District Court.

**Key Accountabilities:**

1. Manage the investigation of alleged breaches of planning control within the geographic area of the team.
2. Producing case-specific letters to planning agents, complainants and legal advisors of offenders.
3. Recording witness statements and interviewing offenders under PACE.
4. Writing reports for delegated officer review and for presentation to Planning Committee.

5. Giving advice to Planning Officers on specific planning matters.
6. Negotiating with offenders and complainants and third parties over possible action.
7. Prepare reports for Committee where delegated powers do not exist or where prudent because of political sensitivity or high profile community interests.
8. Prepare reports for Team Leader/Development Manager to assess whether the formal action proposed in any case is relevant and balanced against policy and the likelihood of harm.
9. Prepare regular presentations for Member Training, Parish Council Training.
10. To answer queries from internal or external sources regarding planning enforcement and policy issues relating to the local plan and other development control issues.
11. To oversee the continuation training of graduate trainees with regards to matters which involve enforcement principles.
12. To develop, train and where necessary recruit members of staff to maintain the team's effectiveness at the standard required by elected Members and the public in order to provide the service.
13. To represent the Council at meetings as directed by the Development Manager, or Director.

**Job scope: Number and type of jobs managed**

Graduate Enforcement Officer / Enforcement Officer (Grade M/N)

**Job Scope: Budget**

No budget management responsibilities

**Knowledge and Experience**

- Ability to drive and carry out site visits
- Ability to deal with aggressive complaints and developers
- Ability to work safely alone
- Practical working knowledge of the Town and County Planning Act and other associated legislation
- Practical working knowledge of the requirements and application of PACE
- Practical working knowledge of the Human Rights Act
- Experience in carrying out investigations, gathering evidence and preparing the necessary evidence for production of court or other hearings
- Health and safety issues are of paramount importance on working construction sites and when lone working. Meetings can become heated and it is not uncommon to have to deal with aggressive members of the public, both developers and complaints, that could be a threat to personal safety.
- The role is mentally challenging and requires quick thinking tempered with an authoritative attitude. It is essential that the job holder is able to work to work anti-social hours
- Computer literacy in word processing, database, spreadsheet and presentation packages is required.
- Experience in the supervision of staff (to ensure that the post holder has the skills and experience to manage staff)

- Experience of managing projects (to ensure that set tasks are undertaken and completed to a satisfactory standard)
- Experience in the recruitment, appraisal and development of staff (to ensure that the post-holder has appropriate experience in the selection and development of staff.)

#### **Statutory Qualifications required for this post:**

- Qualified planner with appropriate level of experience

#### **Decision Making**

- To determine whether or not a breach of planning control or a criminal offence has been committed.
- To determine whether Enforcement Action should be initiated on a case-by-case basis
- To assess the degree of reaction to complaints required within the constraints of the legislation
- To determine the requirements of the authority in balancing the public perception of enforcement action required and that, which is considered to be in the public interest. All of these decisions have a direct effect upon the people the authority serves both those who complain and those who offend. These decisions can result in the involuntary demolition of buildings, loss of trade and a way of life for those persons concerned.

#### **Contacts and Relationships**

- An ability to work with Members, Parish Councils and community organisations
- An ability to work with colleagues and stakeholders at all levels

#### **Creativity and Innovation**

- Reviews ways of working and identifies opportunities to improve the quality of work of the team
- Demonstrates creativity in using resources to deliver cost effective services
- Identifies new ways of working with partners and communities

#### **Other Key Features of the role**

- Ability to focus on what needs to be done, and doing it, demonstrating resilience in service delivery
- Ability to improve skills and competency level of others, including senior professional staff and enable them to perform tasks more effectively to their full potential
- Demonstrate the ability to tackle poor performance in a timely and appropriate manner, in accordance with Council policies and good employment practices
- Ability to recognise and assess the cost and risk implications of proposed actions and take actions to ensure financial loss and business risk are minimised
- A customer focused approach