



## RUGBY BOROUGH COUNCIL

### JOB PROFILE

<b>Post No.</b>	70121
<b>Post Title:</b>	Enforcement Officer
<b>Unit/Team:</b>	Development and Enforcement
<b>Grade:</b>	Grade E
<b>Service:</b>	Growth and Investment Development & Enforcement Manager /
<b>Reports to:</b>	Principal Planning Officer – Enforcement
<b>Issue Date:</b>	May 2023

#### PURPOSE OF THE JOB

To ensure the provision of an efficient and effective Planning Enforcement Service under the general direction of the Principal Planning Officer for Enforcement and the Development and Enforcement Manager.

To take the appropriate action to remedy breaches of planning control, having regard to relevant legislation, and related guidance, best practice and the Council's Planning Enforcement Policy.

To maintain planning enforcement practices and procedures and keep the Council's Planning and Enforcement Policy up to date in accordance with the Council's aims and objectives.

#### 1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Receive record and investigate complaints regarding possible breaches of planning control within the Borough. Keep customers informed of progress and outcome
- 1.2 Provide clear enforcement advice and guidance to members of the Planning & Enforcement team as well as other internal and external stakeholders, including the general public.
- 1.3 Undertake detailed assessments and effectively process the full range of enforcement cases that are investigated by the Local Planning Authority;
  - Investigate the planning history of sites by reference to planning records and any other relevant or available records.
  - Gather factual evidence by means of site visits, interviewing and correspondence with complainants and other relevant parties, including visits as well as acting on stand-by as needed outside normal office hours. This will also involve unaccompanied on-site inspections and lone worker situations.

- Identify and assess the planning facts and issues involved in cases.
  - Produce written reports of findings and results of investigations, which may include presentations to Councillors or other interested parties.
- 1.4 Maintain records of complaints received, findings, subsequent actions taken and progress. This includes updating databases and the planning website and using Microsoft Office (Outlook, Word, Teams, Powerpoint, Access and Excel).
- 1.5 Maintain forward diary records for future actions including expiry dates for temporary planning permissions and related site investigations upon expiration to ensure cessation of development or renewal of application.
- 1.6 Instigate appropriate enforcement action when necessary;
- Liaise with/instruct the Council's Legal Department
  - Draft enforcement and other statutory notices
  - With appropriate support, prepare evidence prior to seeking injunctions
- 1.7 Prepare and give evidence on behalf of the Council in respect of the full range of enforcement based prosecutions and associated appeals.

## **2 OTHER DUTIES AND RESPONSIBILITIES**

- 2.1 Liaise with the Council's Legal Department regarding preparation and service of enforcement and other planning control notices.
- 2.2 To instigate and oversee any direct action that is required to be undertaken to conclude an enforcement matter.
- 2.3 Investigate and respond to general enquiries about the control of development and planning legislation.
- 2.4 Liaise with other statutory authorities/professional agents/members of the public/Councillors and provide specialist advice in respect of a range of enforcement matters, where required.
- 2.5 Check all Building Regulation submissions and a variety of licensing applications to ensure compliance with planning/enforcement regulations.
- 2.6 Maintain and, as appropriate, improve knowledge, skills, experience and qualifications in relation to planning enforcement
- 2.7 Be aware of Health and Safety legislation and, so far as is practicable, ensure compliance with the Health and Safety at Work Act, the Council's Safety Policy and the Departmental Safety Policy.
- 2.8 Carry out other duties as may reasonably be required.

## **3 SUPERVISORY RESPONSIBILITIES**

None

#### **4 FINANCIAL RESPONSIBILITIES**

None

#### **5 RESPONSIBILITY FOR ASSETS AND DATA**

As required to perform the role

#### **6. EXTENT OF PUBLIC CONTACT**

Daily direct contact in person, in reception, on site, by telephone, video-call, e-mail and letter with other Council officers, members of the public, developers, applicants, agents, Parish Councils and statutory and non statutory consultees.

Regular contact with Members of the Borough Council.

Occasional contact with Members of Parliament.

#### **7. WORKING CONDITIONS AND ENVIRONMENT**

Principally office based but also involves site inspections and external meetings. Need to be able to visit sites in all weathers in lone worker situations and as necessary out of hours.

#### **8. CORPORATE RESPONSIBILITIES**

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting  
Equality and Diversity  
Health and Safety  
Risk Management  
Anti- Fraud  
Data Quality and Data Protection  
Business Continuity  
Major Emergency Plan  
Procurement and Contract Management  
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

**9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS**

Refer to Person Specification attached.

**Signed as agreed:**

Postholder

Date

## PERSON SPECIFICATION



### Post: Enforcement Officer

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Ability to work in a well organised and thorough manner and maintain accurate records.	E	A,I
Ability to use and experience of modern office software including e-mail, Microsoft Office programmes and databases.	E	A,I
Ability to communicate verbally and in writing in a clear, unambiguous and courteous manner.	E	A,I,R
A full UK driving licence with access to own transport for business use	E	A,I,D
Ability to deal with the general public.	E	A,I
Experience of working systematically, thoroughly and keeping accurate records.	E	A,I
Be able to write clear, accurate and concise reports and letters.	E	A,I,R
Experience of successfully dealing with other people in relation to issues and concerns.	E	A,I,R
Be able to demonstrate a working knowledge of PC based software systems.	E	A,I
GCSE English or equivalent	E	A,I,D
Ability to weigh a range of considerations and produce justified conclusions and recommendations.	D	A,I
Ability to negotiate successfully.	D	A,I
A working knowledge of UK town planning procedures.	D	A,I,R
Knowledge of procedures relating to the collection and recording of evidence and service of documents.	D	A,I
Experience of working with limited supervision.	D	A,I,R
Experience of investigatory work either in another UK local authority or other UK public/private practice	D	A,I,R
Experience of dealing with stakeholders, such as Councillors and consultees.	D	A,I,R
Experience of successfully resolving complaints within defined criteria and timescales.	D	A,I
A recognised UK degree or diploma in Town Planning or a related discipline.	D	A,I,D

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D