

Regeneration and Culture

Lead Principal Planning Enforcement Officer

Job Description and Person Specification

June 2024

Job Description

Job Title:	Lead Principal Planning Enforcement Officer
Service Area:	Regeneration and Culture
Function:	Planning and Building Control
Team:	Planning and Building Control
Post number:	
Grade:	LBR 14
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	Fulltime
Base location:	Lynton House, Ilford
Reports to: <i>Job title</i>	Enforcement and Technical Manager
Responsible for: <i>Job titles of direct reports</i>	To line manage 5 profession staff, consisting of 1 Senior Enforcement Officer, 2 Enforcement Officers and 2 Graduate Enforcement Officers within the Enforcement Team. To support the Enforcement and Technical Group Manager and Head of Planning and Building Control.

Role purpose and role dimensions: <i>Overview of the job</i>	• To provide high level professional advice relating to all planning enforcement matters (legislation and policy) to the Council's Executive and Council Committees. • To utilise delegated authority for cases and sign off notices and closures. • To provide leadership and management of a professional team to achieve high performance and effective operation delivery, which will include line managing staff. • To demonstrate a continuous creative and innovative approach towards income generation and be responsible for developing ideas to create greater resources for the team. • To manage and have responsibility for the performance of the enforcement team. • To act as lead in appeal inquiries, hearings, and prosecution cases to support enforcement officers to draft notice reports and statements as well as prepare evidence for prosecutions. • To support and develop partnership working and ensuring that there is full and effective engagement of public and stakeholders in the Enforcement process. • To take responsibility for and lead on strategic cases • To support effective services, systems, policies and procedures are in place. • To ensure the Enforcement Team meet performance measures. • To take a lead role in ensuring the innovative and practical policing of planning development to ensure the integrity, sustainability, and regeneration of the Borough and that it is delivered in line with the Redbridge London Plan. • To ensure continuous improvements with services, policies, procedures and systems. • To take a lead role in ensuring the enforcement team is aware of new legislation and legal requirements relating to planning enforcement issues. • To provide timely and relevant advice in relation to planning enforcement issues to Council members, relevant Committees, Public Enquiries, public meetings and local people ensuring a high standard of customer service. • Responding to Corporate Complaints, Subject Access Requests, FOI / EIR Requests • To represent/deputise for the Enforcement and Technical Group Manager and or head of planning and building control
Key external contacts: <i>Organisations</i>	Developers, agents, applicants, landowners, investors, relevant Government departments, including the Planning Inspectorate, the GLA, TfL and statutory undertakers, local residents/groups and businesses and more widely, all consultees involved in the planning enforcement processes covering statutory, non-statutory, critical stakeholders, stake holders, residents, community groups and so on.
Key internal contacts: <i>Job titles or groups of staff</i>	Members, Planning Cabinet Member, Operational Director of Planning & Building Control and Operational Director of Civic Pride, Planning Policy, Development Management and Building Control teams and Officers in the other Services e.g. Highway and Transport officers, Housing, Regeneration, Capital, Civic Pride and Environmental Health.
Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	• To assist the Enforcement and Technical Manager in budget income recovery by pursuing cost recovery in notice and prosecution cases and to work with the Fraud team to recover POCA. • To help manage and monitor team budget. • All staff issued equipment, including phones and laptops.
Key areas for decision making:	• Recommending decisions. • Responsible for delegated authority decisions. • Managing team performance.

Other considerations: <i>E.g. working patterns</i>	To be prepared to attend evening and weekend meetings (e.g. committees & events within the borough) from time to time, with responsibility to attend Committees and site visits with elected members.
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Key accountabilities and result areas:	Key elements:
To line manage up to 1 senior enforcement officer, 2 enforcement Officers and 2 Graduate Officers within the Enforcement team. This will be undertaken in accordance with planning enforcement legislation, national planning policies, Council priorities whilst meeting key performance indicators.	This will involve: - To manage, support and coordinate planning enforcement cases throughout the enforcement process, including legal interviews, appeals and preparing for and attending court procedures. - Ensuring that the staff are fully up to date on current legislation and professional practice in relation to planning enforcement and ensure they have the skills and knowledge to undertake the work. - Briefing members, including Cabinet Member, on controversial complex issues. - Ensuring the planning enforcement team meets their targets as set out in performance indicators. - Managing team performance and taking appropriate management actions - Making use of information technology to ensure appropriate data bases are in place to effectively manage the work. - Supporting and delivery technological improvements in terms of service delivery and ensuring that all staff are regularly using the workflow to carry out their work.
To lead a team of professional staff in investigating breaches of planning policy and securing compliance. and dealing with related planning applications. To ensure developments in the borough enhance the built form, amenity of residents and businesses.	This will involve: - Providing enforcement planning professional expertise to secure high-quality development that will enhance the character of the borough and opportunities for residents and businesses. - Supporting and delivering key strategic priorities of the Council. - Aligning the team to ensure the right measures, policies and procedures are in place to support the boroughs planning enforcement aims. - Ensuring all relevant statutory processes are followed, policies and other material considerations are taken into account in advising on and determining all enforcement cases. - Undertaking the preparation and giving of expert advice and evidence to legal professional, Council Committees, members, Public Inquiries and similar.
To undertake negotiations on strategic development proposals to achieve outcomes to meet the Councils planning enforcement strategy.	This will involve: - Proactively working with developers, members and relevant stakeholders to achieve planning enforcement outcomes that enhance the borough. - Bringing planning policies and considerations to bear in the deliberations of other service areas of the Council. - Interpreting the implications of other service areas activities and take them into consideration in assessing enforcement cases. - Analysing and interpreting the plans, policies and proposals of other organisation where necessary to carry out enforcement action. - Providing support on key issues and matters of significance.
To provide timely and relevant advice in relation to planning enforcement applications and appeals to Council members, relevant Committees, Public Inquiries, public meetings and local people.	This will involve: - Responsible for checking paperwork is accurate and to the required standard for all planning enforcement cases and appeals. - Organising and managing briefings for public inquiries, other public meetings and appeal hearings - Presenting cases to appeal hearings and within legal proceedings and to provide evidence at Enquiries, in Court and in written form. - Presenting to a wide variety of audiences, which can include, public meetings, 1 to 1s with stakeholders and developers.

To ensure that there is full and effective engagement of public and stakeholders in the planning enforcement processes.	This will involve: Ensuring all statutory and Council procedures are followed to engage local people and other stakeholders in planning enforcement policy and strategy. Leads and supports any wider initiatives to engage stakeholders and local people.
To manage a team of up to 3 Enforcement Officers and 2 Graduates.	This will involve: - Pro-actively developing, managing and appraising staff in team - Ensuring that staff understand wider corporate objectives and priorities and that their work is suitably aligned to achieving these outcomes. - Liaising with the Enforcement and Technical Manager to ensure high standards of customer care and business efficiency. - Supporting recruitment exercises ensuring all HR procedures are complied with to ensure staff of a high calibre are recruited. - Be responsible for own and team's professional development. - Create a culture of continuous improvement and performance management. - Monitor performance of staff ensuring work undertaken is of the required standard and meets key milestones and targets. If not takes responsibility of taking appropriate actions to resolve any performance issues. - To prepare quality responses for complaints. FOI, LGO, MP/Councillor enquiries and within all published timeframes. - Ensures staff prepare quality responses for complaints. FOI, LGO, MP/Councillor enquiries and within all published timeframes
General accountabilities and responsibilities	
Green Statement	This will involve: Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
Data Protection/Confidentiality	This will involve: - Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. - Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. - Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
Conduct and Whistleblowing	This will involve: Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.
Safer Working	This will involve: Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a CRB Disclosure check and references will be taken up prior to interview.

Equalities	This will involve: Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	This will involve: Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	This will involve: Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the team	This will involve: - Taking responsibility for continuing self-development and participating in training and development activities. - Participating in the ongoing development, implementation and monitoring of the service plans. - Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	This will involve: The above-mentioned duties are neither exclusive nor exhaustive. From time to time, you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.

Person Specification

Job Title:	Lead Principal Planning Enforcement Officer		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i>		A - I - T	Weighting
Minimum education/ qualifications:	Planning degree or postgraduate qualification in Planning and Member of RTP1 or equivalent planning enforcement experience	A	3
	Management qualification would be desirable.	A	2

Minimum experience/ knowledge/ skills:	▪ A successful track record in dealing with all planning enforcement cases.	A – I	3
	▪ A successful track record of preparing and attending prosecutions.	A – I	3
	▪ Knowledge and experience of taking direct action on breaches.	I	2
	▪ Experience of dealing with appeals, including hearings and Inquiries	A – I	3
	▪ Knowledge and experience of POCA recovery	I	2
	▪ Knowledge and experience with budget management	I	2
	▪ Experience of decision making and utilising delegated authority.	A – I	2
	▪ Ability to work with management to carry out statutory responsibility for department.	A – I	3
	▪ Ability to work on strategic projects and create new processes and ideas for the team.	A – I	3
	▪ Experience of working across professional teams to successfully take on board corporate objectives in dealing with all types of planning enforcement.	A – I	3
	▪ Ability to advise Senior Management and politicians on planning enforcement.	A – I	3
	▪ Ability to deal with performance management of team and to use technology to monitor performance.	A	3
	▪ Understands planning enforcement processes.	A – I	3
	▪ Ability to identify development opportunities.	I	2
Minimum competencies: Customer focus	▪ Demonstrating a high customer care work ethic and focus.	A – I	3
	▪ Ability to conduct negotiations and deal with conflicting situations.	A – I	3
	▪ Demonstrate the ability to deal with a variety of customers in difficult circumstances to a professional standard.		
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Communicating and influencing	▪ Able to communicate effectively, both orally and in writing, and influence others.	A – I	3
	▪ Able to draft reports and make recommendations on planning enforcement cases.	A	3
	▪ Able to present evidence to Inquiries or similar and to public meetings.	I	2
	▪ Ability to negotiate to achieve positive solutions and demonstrably to add value to cases.	A – I	3
	▪ Ability to give evidence in court.	I	3
	▪ Ability to conduct PACE interviews.	I	2
	▪ Ability to negotiate compliance with planning policy.	A – I	3
	▪ Ability to show authority in difficult situations.	I	3
Building relationships, working together and in partnership	▪ Ability to work successfully in a political environment and promote the interest of the borough with outside bodies	I	3
	▪ Ability to work with Government departments and agencies and the GLA, providing information, liaising and influencing	A – I	3
Respecting & implementing diversity	▪ Ability to and commitment to implementation of equalities policies in the work place.	A – I	3
	▪ Ability to reflect equality and diversity policies in the drafting and delivery of policy.	I	2
Planning, organising & achieving results	▪ Able to initiate and progress work-plans for oneself and the team	A – I	3
	▪ Ability to deal simultaneously with a range of tasks and activities and cope with a heavy workload.	A – I	3
	▪ Ability to problem solve with the ability to recognise controversial and sensitive issues.	I	3
Embracing change	▪ Supportive of achieving continuous improvement and embracing change to deliver cost effective, quality services.	I	2
	▪ Being able to lead on innovative service improvement projects	I	3

<i>For those with managerial responsibility</i> Leadership	▪ Ability to help lead a professional unit	A – I	3
Managing and developing people	▪ Experience of and ability to manage staff, in terms of recruitment, appraising and developing to achieve exemplary performance. ▪ Ability to manage a flexible pool of staff ▪ Ability to manage performance across a team	A – I I	3 2 2
Special conditions:	▪ Able to work evenings and sometimes at weekend	I	2
Signature of Employee:	Name:	Date:	