



## Job Description

<b>Job Title</b>	Compliance Officer
<b>Directorate</b>	City Development
<b>Service Area</b>	Planning
<b>Grade</b>	6
<b>Competency Level</b>	1
<b>Salary</b>	£31,099 to £35,411
<b>Job Type</b>	Office Based
<b>Location</b>	City Wide
<b>Disclosure and barring service (DBS)</b>	Not Required
<b>Job Evaluation Ref No</b>	

## Job Purpose

To co-ordinate and provide expert advice in relation to the enforcement of planning control. Conserve the City's heritage whilst enabling appropriate development across the City to provide a modern, customer focussed, business friendly service.

### Directly Responsible For:

None



## Directly Responsible To:

Enforcement Team Leader

## Main Areas of Responsibility:

- Assist and direct the statutory powers of enforcement and planning control, including the investigating of complaints, the monitoring of development and liaison with other Regulatory bodies.
- The investigation of complaints, the accurate recording of facts and the preparation of reports concerning alleged breaches of planning control received from councillors, council officers, interest groups and members of the public.
- To assist the Planning Enforcement Manager in providing advice and guidance to Development Management as required
- Advising complainant and persons responsible for breach of control of actions to be pursued/necessary in relation to any unauthorised development.
- The collection of evidence, the preparation of statements and the presentation of the Council's case in respect of prosecutions in the Magistrates or Crown Court.
- Giving expert advice on the enforcement of planning control, including whether there has been a breach of control, the appropriate remedial action and the most expedient action in the event of non compliance with legal notices etc.
- The monitoring of sites to ensure that development is proceeding in accordance with conditions attached to a planning permission and/or listed building consent, in liaison with the development control and field control teams. The taking of the most appropriate remedy and expedient action to put right any breach of condition/unauthorised development.
- Monitor performance and in conjunction with the Enforcement Team Leader establish priorities and service standards for enforcement.
- To give advice to other council services, members of the public, councillors and other interested parties with regard to the requirements of planning legislation



- To prepare the documentation and plans required to obtain the authority to take formal action when necessary
- To serve notices and summonses and to hand deliver any other documentation
- To be responsible for the correct implementation of the requirements of the PACE (Police and Criminal Evidence Act) including giving formal cautions; Criminal Investigations and Procedures Act; RIPA (Regulation of Investigatory Powers Act) and Human Rights legislation, in order to protect the Council from litigation or the costs of abortive legal actions brought about by non-adherence.
- Dealing with appeals against planning decisions, including the preparation of the Council's case and the presenting of evidence at Public Inquiries and hearings, where appropriate.
- Assessing and processing of planning applications and applications for consent to display advertisements and demolish/alter Listed Buildings/Trees etc including: the carrying out of all necessary consultations and negotiations; the preparation of recommendations and reports; and attendance at Committee or Area Committee meetings as required.
- Review new legislation and consultation papers on enforcement and contribute to the preparation and review of DC policy and Supplementary Guidance.
- To have an understanding of contract management.
- Embed the Local Plan's vision and strategic priorities in planning decision making to help maximise development opportunities

## Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development.



## Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

## Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

## Physical Demands of the Job:

Ability to climb scaffold (I)

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.



## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **[1]**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.



# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

### Desirable

- A degree/diploma or equivalent relevant experience in Town Planning or current attendance in a course leading to a degree/diploma in Town Planning.
- Evidence of allied skills (e.g. urban design, DC policy work, local planning, collection and preparation of evidence to be used in Court).

## Experience

### Essential

- A background in Town & Country Planning or work in an area requiring the interpretation and implementation of legislation. (AI)
- Considerable knowledge of the planning process and/or experience of enforcement of planning control. (AI)
- Significant experience of dealing directly in person with members of the public. (AI)
- Working knowledge of PACE, RIPA, CPI Acts and Human Rights legislation. (AI)



## Desirable

- Experience of writing / preparing appeal statements.
- Experience of obtaining, preparing and giving evidence in criminal court proceedings.
- Use of evaluation and monitoring systems.

## Skills/Abilities

### Essential

- Ability to carry out systematic research. (AI)
- Excellent communication skills both verbal and written. (AI)
- Ability to work effectively as part of a team and in solo situations when on site. (AI)
- A mature and tactful personality able to deal firmly but fairly with offenders particularly in difficult situations. (AI)

### Desirable

- Ability to manage projects.
- Ability to manipulate data.
- Good ICT skills.
- Ability to develop solutions to improve productivity.
- Ability to work with the minimum of supervision, be self motivated and organized, set own objectives and monitor results and performance.



## Commitment

### Essential

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council.
- Commitment to provide a quality planning service.
- Commitment to project delivery.

## Other

### Essential

### Desirable

- Full Clean driving licence.
- Ability to climb scaffolding.
- Provision of a reliable car for use on Council business, which must be insured for such purposes.
- Occasional out of hours work.