



## ROLE PROFILE

<b>Role Title:</b>	Principal Planning Officer (Enforcement)
<b>Service:</b>	Planning and Regulatory Services Planning Services
<b>Directorate:</b>	Planning, Economic Wellbeing and Leisure
<b>Accountable to:</b>	Development Control Manager
<b>Responsible for:</b>	Planning Enforcement Officers
<b>Grade:</b>	PO3
<b>Car Category:</b>	Essential
<b>Work Style:</b>	Mobile Office Based Worker

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## Purpose of role

To lead the statutory planning enforcement functions of the Council and to lead on the investigation of alleged breaches of planning control, whilst directly managing and supervising a team of enforcement officers.

## Key Objectives

1	To lead on the preparation, review and updating of the West Lancashire Enforcement Plan to ensure that the Council delivers an effective and responsive enforcement service in line with the provisions of the National Planning Policy Framework and National Planning Practice Guidance.
2	To assist the Development Control Manager in managing the Enforcement Service, including directly managing and supervising a team of Planning Enforcement Officers.
3	To lead the investigation of all types of alleged breaches of planning control, including out-of-hours surveillance and the preparation and service of Planning Contravention Notices (ensuring that the investigations are carried out in accordance with the adopted West Lancashire Enforcement Plan, the Police and Criminal Evidence Act, the Regulation of Investigatory Powers Act and other relevant

	legislation) and the completion of reports to the Development Control Manager including recommendations on the expediency of further enforcement action.
4	To prepare and serve Enforcement Notices, Breach of Condition Notices and Stop Notices, setting out steps to be taken and the time periods for compliance.
5	To deal with appeals to the Secretary of State against the issuing of Enforcement Notices, including the preparation of statements and the giving of evidence at Public Inquiries.
6	To prepare witness statements for the County Court/High Court in relation to any proceedings in those Courts for applications by the Council for Injunctive Relief or to defend the Council against any challenges to its enforcement decisions.
7	To lead in the monitoring of sites subject to enforcement action to check for compliance with the enforcement requirements, including the preparation of reports setting out the findings and, where breaches are detected, recommendations on further action.
8	Where appropriate, to lead in the commissioning of direct action to secure compliance with the steps of an enforcement notice.
9	To issue and serve Code B notices (Police and Criminal Evidence Act 1984) in relation to criminal searches of land or premises in respect of suspected criminal planning offences, and to prepare background papers for obtaining a court warrant to enter land and premises.
10	To interview suspects under caution where criminal planning offences are suspected, including use of specialist equipment for the audio recording.
11	To manage and maintain a record of criminal evidence relating to planning matters, maintaining the integrity and confidentiality of evidence gathered in respect of criminal investigations. This includes the preparation of prosecution files setting out the Council's case and charges in criminal proceedings and appearance at Court as witness in the criminal planning prosecutions.
12	To prepare letters, memoranda, and reports for members of the public, Council Officers and Elected Members in respect of enforcement investigations, and to provide guidance and advice on planning and enforcement legislation, criminal investigation procedures and the planning enforcement function.

13	To work effectively and in partnership with other enforcement bodies, co-ordinating any monitoring and enforcement activities.
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## **Scope**

This post will work primarily with the Development Management team in Planning Services in respect of planning enforcement matters. They will have contact with Elected Members, businesses and the public in the exercising of the role.

## **Work Profile**

### **1. Strategy**

The post holder will have a contributory role in terms of the Council's strategic planning, development, heritage and regeneration strategies and plans. They will also contribute to the service plan for Planning Services.

### **2. Performance**

The post holder will ensure that relevant performance targets are met in respect of undertaking their role.

The post holder will have a contributory role in terms of the Council's strategic planning, development, heritage and regeneration strategies and plans. They will also contribute to the service plan for Planning Services.

### **3. Service Quality**

The postholder will provide a high quality and professional Planning Enforcement service on behalf of the Council.

They will develop and monitor appropriate service improvement performance indicators to ensure, promoting a culture of excellence and innovation. They will develop and support the implementation of excellent standards in terms of service delivery, performance and professionalism.

### **4. Resource Management**

The post holder will ensure the appropriate use of vehicles, equipment and personal protective equipment, adhering to safety and efficiency standards. The post holder does not have any budget management responsibility.

### **5. Supervision and Management**

The post holder will have direct line management responsibility for a team of Planning Enforcement Officers, providing mentorship, guidance and

performance evaluation. They will foster a collaborative and productive team environment.

## **6. Culture**

The post holder will champion a positive organisational culture that is evidence based, customer focused and inclusive.

They will actively promote equality of opportunity and diversity within the team and in service delivery.

## **7. Communications**

The post holder will maintain open and effective communication channels with other services and partners, ensuring timely and accurate information sharing.

They will promote the service through demonstrable commitment to a high quality, excellent standards.

They will provide progress reports to senior management and elected members, ensuring flexibility in reporting due to changing deadlines.

## **8. Main Contacts Associated with Principal Duties**

The post holder will be in regular contact with members of their team, other Planning Officers across the service, the Development Control Manager and the Customer Experience team and partner agencies, and members of the public, in order to provide advice and perform the key enforcement functions undertaken by the Planning Services Team.

On occasion, the postholder will also be in contact with the Planning Services Manager and Assistant Director, other senior managers including the Chief Operating Officer and Elected Members.

## **9. Commitment**

The Council's normal working week for the purposes of calculation of premium rates and enhancements is Monday to Friday 7 am to 7 pm. The Councils operates a standard working week of 36 hours.

## **10. Risk Management**

The post holder will proactively identify, assess and manage risks associated with planning enforcement activities. They will develop and implement risk mitigation strategies, ensuring compliance with legal and regulatory requirements.

## **11. Working conditions**

The post holder will often be in contact with members of the public and cases that are difficult and require sensitivity, confidentiality and discretion. They may also be in receipt of sensitive data and information in the course of carrying out their duties and will be expected to fully comply with legal requirements and Council policy, in the handling of this.

The postholders meetings with the public and other parties will often be on a 1:1 basis and the post involves a significant amount of lone site visits.

## **12. Equal Opportunities**

The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

## **13. Customer Focus**

The post holder is expected to meet the Council's Standards of Customer Care at all times. To champion Customer Excellence and service improvements that are needed to enhance the customer experience.

## **14. Core Tasks**

The post holder will undertake any other duties as required to support the planning and enforcement service, including handling complex cases, providing expert advice, and representing the Council in various forums. They must be adept at prioritising tasks and managing changing deadlines.

## **15. Health & Safety**

All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on health & safety policy.

## **16. Legislation**

To comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures

## **17. Training & Development**

To comply with the Council's policies and practices relating to training and development, including a regular development appraisal.

## **18. I.T.**

The post holder is expected to comply with the Council's policies and practices relating to use of I.T. and equipment.

## **19. Creativity**

The post holder is expected to generate appropriate ideas relating to their work area and in the carrying out of their duties. They will be expected as appropriate to refer to the Development Control Manager and Planning Services Manager routinely and certainly prior to implementing key changes to working practices.

At all times, the post holder will need to exercise diplomacy, sensitivity and discretion to avoid reputational damage to the Council, or breaches of confidential data.

## **20. Decisions and Consequences**

The post holder will make informed recommendations and decisions on all enforcement matters. They will provide expert guidance to team members and ensure that all decisions are aligned with Council policies and objectives. In the absence of senior managers, they will assume responsibility for team decisions, exercising sound judgment and discretion.

The post holder will need to exercise diplomacy, sensitivity and discretion to avoid reputational damage to the Council, or breaches of confidential data.

## **21. Work Context**

This post will work /with the Planning Services Team in respect of planning enforcement matters. They will have contact with Elected Members, businesses and the public in the exercising of the role.

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

## **22. Physical Demands**

Whilst it is not anticipated that there would be any physical demands of the job over and above those expected for off site visits and office-based work, site visits may on occasion require physical activity such as walking, standing, and occasional lifting of equipment. The post holder should be prepared for varying weather conditions and potential hazards associated with site inspections.

## **23. Political Restrictions**

This is a politically restricted post (see Section 2 Local Government and Housing Act 1989)

## PERSON SPECIFICATION

In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder's knowledge and skills should be specified.

PERSON SPECIFICATION	Examples specific to role	Required		Method of Assessment Application(A) Interview (I), Testing (T), Reference (R)
		Essential	Desirable	
<b>SKILLS AND KNOWLEDGE</b>  <b>Technical knowledge and qualifications</b>	RTPI recognised degree or equivalent in Town Planning	X		A
	Corporate member of RTPI		X	A
	Evidence of continuing professional development	X		A
	Previous experience in relevant planning work (private or public)	X		A
	Experience of appearing as a planning witness in public inquiries/informal hearings		X	A, I
	A good knowledge and understanding of Planning and Listed Building legislation and procedures	X		A, I
	Political understanding & sensitivity	X		A, I
	Knowledge of the development management and local plan making process	X		A, I
	Able to read and interpret maps and plans	X		A, I
	Knowledge of GIS mapping and Planning back office systems	X		A, I
Good general IT skills	X		A, I	



<b>Planning and organising work</b>	Ability to work to tight deadlines on a wide variety of tasks with minimal supervision	X		A, I
	Methodical and well organised, with a commitment to providing a quality service and attention to detail	X		A, I
<b>Planning capacity and resources</b>	Delivery of results under pressure	X		A, I
<b>Influencing and interpersonal skills</b>	Able to engage with colleagues, elected members and members of the public effectively to ensure that issues/queries are prioritised and resolved.	X		A, I
	Skilled in verbal and written communication with an ability to collect, verify and analyse information and produce well written reports.	X		A, I,
<b>PROBLEM-SOLVING</b> <b>Using initiative to overcome problems</b>	Ability to identify and support the implementation of solutions to issues and be a champion of change.	X		A, I
<b>Managing risk</b>	Ability to identify mitigating measures that may be implemented to minimise risk	X		A, I
<b>Managing change</b>	Ability to promote change in a positive manner to others	X		A, I
	Able to use performance measures to effectively track and monitor service performance	X		A, I
<b>ACCOUNTABILITY and RESPONSIBILITY</b> <b>Undertakes tasks without supervision</b>	Ability to work independently and take ownership of key responsibilities of the post	X		A, I



Other	Commitment to Equality	X	A, I
	Commitment to Health & Safety	X	A, I
	Satisfactory Baseline Personnel Security Standard Check	X	Document Checks (includes Basic DBS)
	The ability to fulfil all spoken aspects of the role with confidence through the medium of English language. This includes the ability to converse with ease with customers and colleagues and provide advice in accurate spoken English	X	I
	Access to own transport i.e. car/ motorcycle and relevant current full driving licence, or equivalent mobility.	X	A, I
	Ability to work occasionally in the evening or at weekends	X	A, I

**COMPETENCIES REQUIRED – All post holders must be able to comply with the Council’s Expected Behavioural Standards which include:**

- Putting customers first;
- Being positive and adaptable;
- Taking responsibility and achieving results;
- Working together;
- We do what we say we will do when we say we will do it.

**In addition, for those posts with management responsibilities the Expected Behavioural Standards will include:**

- Service delivery and change management;
- Financial and resource management;
- Leading, motivating and developing.

**Other information**

- able to travel to meet service delivery requirements
- available to undertake work outside of normal working hours





Signed Line Manager	Signed Head of Service	
Print Line Manager	Print Head of Service	Date
STEVE FAULKNER	PAUL CHARLSON	12 NOV 2024

