

Designation:	Senior Enforcement Officer
Grade:	Stroud 5
Hours:	Job share 2 days a week (Tuesday and Wednesday)
Location:	Ebley Mill
Job Purpose:	To process enforcement cases
Responsible to:	Principal Enforcement & Appeals Officer
Responsible for:	Enforcement Officers

KEY DUTIES

- To identify and investigate possible and actual breaches of planning control and related legislation. To collect evidence through inspections, surveys and interviews, formal and informal.
- Manage day-to-day workload of the enforcement officers.
- To undertake consultation with colleagues and then make judgements as to the expedience of taking enforcement action in each case.
- To draft necessary notices and prepare reports for committee, and evidence for appeals and court proceedings. Where necessary to appear at committee, and appeals and court to give evidence.
- Work subject to deadlines involving changing problems, circumstances or demand.

SKILLS AND KNOWLEDGE

- The post holder is expected to have significant experience in the field of enforcement and ideally be eligible for membership of the RTPi
- Excellent communication skills both verbal and written
- Committed to excellent customer service
- An understanding of administrative processes and systems
- Experience of staff management
- An appreciation of budgets and expenditure.
- Experience of working with the public
- IT Literate
- Ability to manage own time and workload

Ability to undertake work of a variety of advanced tasks, confined to one function or area of activity, which requires detailed knowledge and skills in

a specialist discipline.

COMPLEXITY AND CREATIVITY

- The level and complexity of enforcement cases being considered by the post holder will require an appreciation of the legislation and a willingness to consider imaginative solutions.

Creativity and innovation are essential to the job and need to be regularly exercised within general guidelines.

JUDGEMENT AND DECISIONS

- Making balanced judgements and recommendations on the merits of enforcement cases
- Required to exercise discretion in a range of areas where advice is not normally available and policies and procedures provide only general guidelines.

CONTACTS

- Members of the Council and local Town and Parish Councils
- Members and staff of other local authorities/partner agencies
- Applicants and agents
- Members of the public

Contact required in respect of service delivery issues where the content and outcome are not straightforward or well established and could involve more detailed assessment, planning, evaluation, care and assistance. Some authority in the provision of services is required.

RESOURCES

- Little or no responsibility for financial resources

TRAVEL DESIGNATION

- Casual car user

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.