

Designation:	Senior Enforcement Officer
Grade:	Stroud 5
Hours:	37 hours per week
Location:	Ebley Mill
Job Purpose:	To process enforcement cases
Responsible to:	Principal Enforcement & Appeals Officer
Responsible for:	The Direct supervision of at least one employee carrying out tasks in one identifiable area of work.

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.
- To undertake 1:1's with appropriate staff.

Work subject to deadlines involving changing problems, circumstances or demand.

SKILLS AND KNOWLEDGE

- The post holder is expected to be or working towards becoming a full member 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.
- Fostering a culture of excellence, collaboration and positive enthusiasm within the team.

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

JUDGEMENT AND DECISIONS

Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

CONTACTS

- Members of the Council
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- 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 physical or financial resources.

TRAVEL DESIGNATION

Mileage travelled on Council business will be reimbursed at the HMRC rate in accordance with the Council's Travel and Subsistence Policy.

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.