

JOB DESCRIPTION

Job Title	Senior Monitoring and Enforcement Officer M&W		
Directorate	Climate and Place		
Reporting to	Principal Monitoring and Enforcement Officer (Minerals & Waste)		
Grade	9		
Evaluation ref	RP029	Job Family ref	

Role purpose

As part of the minerals and waste monitoring and enforcement team, undertake routine monitoring and enforcement visits to a variety of site types to ensure compliance with appropriate legislation. This could be in support of the planning service, or others as requested.

Responsibilities

1. Provides supervision, support and training to the Service and on occasion to Members and other officers on enforcement-related matters.
2. Receives complaints, investigates allegations and resolves cases in accordance with legislation, or in a timely manner as appropriate, relating to unauthorised obstructions of the rights of way network, alleged breaches of planning control and unauthorised gypsy and traveller encampments.
3. Undertakes and manages own caseload as appropriate.
4. Gains access to, and carries out inspections of, unauthorised sites to identify breaches of planning control. Records activities and prepares reports for the Service Manager – Planning Control, Enforcement & Compliance on findings.
5. Identifies options for remedying breaches (which may involve taking formal enforcement action) and advises landowners, occupiers, site owners, operators, developers or agents accordingly. Where appropriate negotiates to agree courses of action and timescales for remedying breaches. More controversial and complex cases will be discussed with the Service Manager and/or the County Solicitor before deciding upon preferred course of action.
6. Produces and issues notices relating to breaches of Planning Control. Monitors enforcement sites to check compliance with notices issued. Makes arrangements for remedial action to be taken in cases of non-compliance.
7. Provides advice to members of the public, officers within the Service and from other Services within the County Council, user groups, public utilities, District Council officers, County Council members, solicitors, developers and agents, on enforcement related matters, obligations and relevant legislation.

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8. Prepares statements for appeal and prosecution cases, appearing as a witness at public inquiries.
9. Prepares and presents reports of unauthorised developments and individual enforcement cases for submission and presentation to the Council's Regulation Committee if required. Prepares an Annual Enforcement Report of complaints received, and actions taken in rights of way, planning control and unauthorised encampments for the Regulation Committee.
10. Uses and maintains Enforcement/Monitoring software and computer system for recording complaints received regarding apparent unauthorised developments, enforcement cases and for providing monitoring data. Ensures quality file management practices are in place, that files are kept up to date and are comprehensive, and that enforcement processes are in place that allow for an efficient and professional service to be provided.
11. Liaises with Senior Support Officer to ensure IT provision is effective and suggests improvements to data management provision. Develops and reviews procedures for efficient/quality enforcement file management.
12. Work in partnership with other organisations, government and statutory bodies and other local authority departments (e.g. District Housing Authorities, the Police, County Council Education and Social Services, health and welfare, voluntary bodies, gypsy and traveller organisations, the Environment Agency, other local authority Planning and Rights of Way teams) to ensure an effective cross discipline enforcement service is provided.
13. Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Corporate Responsibilities

- Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.
- Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

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Contacts & Relationships

- Contact with staff in Rights of Way and Planning Control services. Regular contact with legal staff to discuss enforcement cases. Regularly reports to the Principal Monitoring & Enforcement Officer, and annually to Regulation Committee on enforcement matters. Provides information to Councillors on individual cases.
- Routine contact by phone, correspondence or in person with a number of external agencies and bodies, the public, landowners, site operators, liaison groups, Rights of Way user groups (e.g. the Ramblers, British Horse Society), solicitors etc. to provide and receive information, to establish facts about individual sites and to provide information about action being taken by the County Council.
- Membership of groups, e.g. South West Federation of Enforcement Officers, as required.
- Contact with a range of people who may have a one – sided interest in an issue, which can often be heated and difficult.
- The postholder has to deal with a wide range of customers, from national companies and major landowners to members of the local community and unauthorised site occupiers. The wide range of views about the disciplines covered by the postholder requires the postholder to be very aware of differing opinions, and to deal with matters in a sensitive, professional and calm fashion.
- The postholder needs to be aware of the impacts of statements and decisions upon various groups and must exercise care and forethought at all times.
- Works closely with Legal Services and many other services within the Authority to provide and exchange information, technical advice and guidance.

Open contact with the general public providing information, liaison and complaints management service.

Resources

Support of other members of the M&W monitoring and enforcement & planning teams as necessary.

Responsible for recording the monitoring fees invoiced as part of site monitoring activities.

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Impact

- Provides a service to mineral and waste site operators, whilst fulfilling the statutory monitoring requirements of the minerals and waste planning authority
- Ensures that the required planning conditions and obligations imposed through the planning process are appropriately delivered and complied with.
- Enables the minerals and waste service manager to report as required to the Strategic Planning Committee
- Processes invoices for payment which contribute to budget management
- Updates the customer, following appropriate investigation and action (if necessary) of reported (potential) breaches of legislation

Knowledge / Experience / Skills

	Essential at full competence	Essential at recruitment	Desirable at recruitment
Knowledge			
Knowledge of or interest in minerals or waste development	x		x
Knowledge of or interest in the minerals or waste planning system	x		x
Knowledge of planning conditions and how to interpret them	x	x	
Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016)	x	x	
Experience			
Experience in an enforcement setting	x	x	
Ability to manage own workloads to strict deadlines	x	x	
Ability to communicate effectively, both orally and in writing, including the production of clear and concise reports on monitoring and enforcement issues.	x	x	
Demonstrable experience of using IT applications including databases, spreadsheets and GIS	x	x	
Experience in minerals and waste planning system	x		x
Experience of working as part of a team	x	x	
Experience in dealing with unauthorised developments or encampments	x		x
Qualifications / Registrations / Certifications			

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<ul style="list-style-type: none"> Educated to A level standard or equivalent 	x	x	
<ul style="list-style-type: none"> Full driving license/ability to meet travel requirements. 	x	x	
Degree or equivalent in relevant subject or discipline			x
Skills			
Good communication and interpersonal skills and the ability to use appropriate approaches in given situations	x	x	
Ability to interpret and understand plans and technical drawings/documents	x	x	
Ability to work using your own initiative	x	x	

Working Conditions

- Ability to undertake monitoring and enforcement roles as part of a small team in a discreet manner and respect confidentiality
- Ability to attend site meetings, cross rough terrain and observe developments under difficult conditions, occasionally outside of normal working hours
- There will be interaction with people in a variety of situations and with the potential for animosity or conflict

Working Arrangements

- Occasional attendance at evening meetings (by prior agreement)
- 37 hours per week Monday to Friday
- You should be able to transport yourself to carry out site visits, occasionally at remote locations.
- No direct reports but may require limited supervision of junior staff

Date: 6 August 2024