

Job description



Department:	Location: South Cambridgeshire Hall, Cambourne – Cambridge City
Job title: Principal Planning Enforcement Manager	Post number: Add post number here
Grade: Grade 7	SCP range: 35-40
Responsible to: Interim Development Managers, Assistant Director of Planning and Building Control	Responsible for Line managing planning enforcement officers, supporting, supervising, developing and mentoring staff

Health Considerations/ Risk/ Surveillance Required: Habitual VDU user

Key duties and responsibilities

- Helping manage planning enforcement officers operating within the Greater Cambridge Area respond appropriately to planning enforcement related matters
- Personally taking the lead on and prioritising key enforcement cases and projects for the shared planning service
- Inspecting plans, carrying out site visits and assessing development proposals and possible breaches of planning control, including proactive monitoring
- Providing advice to applicants and other customers, including on whether permission/consent is likely to be granted or whether enforcement matters are likely to be pursued and how schemes may be altered
- Recommending and agreeing the most appropriate course of action when presented with breaches of planning control



- Advising third parties about planning and enforcement matters and the scope of planning control
- Maintaining notes of site visits, meetings and records of actions
- Drafting and signing off reports on whether enforcement action should be taken at delegated and committee levels
- Preparing statements and other materials for appeals and prosecutions for agreement by the Team Leaders and/or Head(s) of Development Management.
- Appearing as the Council's representative at inquiries, hearings and court.
- Keeping applicants, complainants, colleagues, councillors and others informed of the position of current cases and to share knowledge where necessary.
- Checking applications for validation as part of providing a joined up service to applicants
- Regularly presenting to planning committee meetings, answering questions from the committee as necessary
- Instructing and leading formal enforcement action where authorised
- Providing assistance and proactively engaging the team in training and the supervision of junior members in the team

Key result areas / overview

- The work of the GCSPS and the post holder is expected to contribute directly to key outcomes in each Council's corporate plans and the GCSPS business plan as well as national priorities for the region, and uphold and support the organisational values of both local authorities.
- To promote GCSPS in a positive manner both externally and internally and demonstrate professional behaviours and culture across the service.
- To apply technical skills and professional knowledge consistent with the role within a specialist team within the GCSPS and contribute to the delivery of team outcomes including through personal application and/or project workloads.



- The post holder is also expected to provide advice and support to colleagues and other users of the service, within and beyond the GCSPS.
- To deliver a high-quality service to customers, including residents, applicants, developers, landowners, parish councils and businesses.
- The post holder will also be expected to play an active part in the achievement of performance and budgetary aspirations, consistent with the continuous improvement of the service for its users.
- To work collaboratively with key partners including Cambridgeshire County Council, other planning authorities, the Cambridge and Peterborough Combined Authority and Greater Cambridge Partnership to deliver agreed outcomes on strategic projects.
- At more senior levels, the post holder will be expected to support the development of less experienced staff and take individual responsibility for projects and initiatives that contribute positively to the delivery of the service, team or each Council's corporate plan objectives and values.

Corporate responsibilities

- Contribute to the aims and objectives of delivering high quality sustainable development across Greater Cambridge and as defined by the GCSPS consistent with the application of planning enforcement matters and policy.
- Consult, engage and advise customers, communities, colleagues, elected Members and other interested parties as required by legislation, Council policy and professional good practice and ensure effective and high-quality responses to all enquiries and comments (including corporate complaints).
- Engage with and support the GCSPS with the effective delivery against the agreed performance management framework for the service and against Corporate Plans and GCSPS Business Plan.
- With appropriate levels of supervision dependant on seniority, manage a number of complex enforcement cases and/or projects involving multiple

stakeholders, and budget responsibility as appropriate, effectively managing competing priorities.

- Prepare professional reports, presentations, recommendations, and briefings with levels of supervision appropriate to the role, communicating complex planning and enforcement issues clearly and succinctly.
- Support the Team to meet/exceed defined financial and performance objectives for the team and Service and to support and participate in the delivery of initiatives to improve the quality and performance of the GCSPS.
- To ensure high standards in the provision of advice and reports to committee elected members and other stakeholders. Representing planning services at committee and public meetings as well as involvement in regional and sub-regional issues.
- Lead/carry out the negotiations, formulation of recommendations and issue of decisions/prepare reports on non-routine matters to the Cabinet, Lead Member and/or Scrutiny or other Committees as necessary, including where a Key Decision is required.
- To organise and prioritise work in accordance with targets, including targets contained within relevant service plans, Service Improvement Plans, business plans and individual appraisals.
- To prepare and give evidence and statements for different categories of planning appeals as required and appropriate to the grade and the role.
- Commit to the development of professional and technical competencies associated with the post holder's activities in line with career progression targets and personal development programs
- Where relevant, to manage, support and mentor staff effectively within the team/service as required and undertake performance management in accordance with organisational policies and guidance.
- Carry out other duties within the competence of the post holder as may be reasonably required from time to time.
- To carry out all duties and responsibilities in accordance with each Council's policies covering equal opportunities, GDPR and customer care.

- To ensure that health and safety policies are implemented at all times and raise any concerns regarding their operation or any other safety matters with the appropriate line manager.

Grade 7 Principal Enforcement Manager

Responsible for the management of the Greater Cambridge Planning Enforcement Team. Leading on key planning enforcement cases and projects, including reporting to planning committees and representing the Council at appeals and in court as necessary.

- Good knowledge of changes in techniques, legislation and guidance relevant to the field of work
- To line manage team members including performance review and development
- To manage projects and work-flow, advising the appropriate manager on more complex matters and conflicting priorities
- Undertake site visits where required
- Communicate effectively with a range of customers, both orally and in writing and brief members on issues as required.
- To investigate/respond to service complaints as required
- To engage effectively with partners and consultants to ensure both value and quality is maintained when commissioning multi disciplinary projects.
- To prepare written statements on planning and enforcement appeals to be considered by way of written representations or hearing and to appear at the hearing as the relevant Council's witness and to prepare proofs of evidence in relation to appeals against the refusal of planning permission and enforcement appeals (considered at public inquiry) and to appear as the Councils planning witness at the public inquiry.
- To attend, lead items on and support community and other planning service stakeholder engagement events as required.
- To procure/commission technical reports or appoint consultants to advise on technical or difficult matters as required.
- To support and deputise for the Delivery Manager and other senior officers and provide management support and overview to the team as required
- Together with partners within and outside the two local authorities, to ensure that new development is implemented in accordance with approved plans and that associated infrastructure is provided in a timely way in accordance with agreed delivery arrangements.

- To support and nurture a collaborative approach and flexibility in the use of people resources.
- To prepare committee reports and presentations, to attend committees and advise members and to support other team members and officers at committee as required
- To lead on and provide support to member development programmes
- To prepare and present reports detailing the stages of progress with projects and to provide briefings for the Delivery Manager, other senior managers, members and external partners as required
- To lead on projects with multi-disciplinary inputs, ensuring effective consultation and engagement with elected members and local stakeholders, including residents; ensuring that key issues and risks are identified, resolved or escalated as appropriate
- To represent the Councils at partnership meetings
- To assist with the preparation of policy and guidance in relation to enforcement matters
- Working collaboratively with the Area Planning Managers and Technical Support Team Manager, ensure that consistency with the development management teams is maintained as applicable
- Contribute to service wide improvements and projects and take the lead on or provide support on service wide projects as may be identified from time to time by the Delivery Manager
- To maintain an overview of best practice to ensure that the local authorities continue to deliver continuous improvements and learning on enforcement matters

General to all job descriptions

To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

To comply with / ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be



affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Last Reviewed: 13 July 2022