

Job description



Department: GCSP	Location: South Cambridgeshire Hall, Cambourne – Cambridge City
Job title: Planning Compliance Officer (PCO) Senior Planning Compliance Officer (SPCO)	Post number:
Grade: 4 (PCO), 5 (SPCO)	SCP range: 20 - 25 (PCO), 25-30 (SPCO)
Responsible to: Principal Planning Enforcement Manager	Responsible for: N/A
Health Considerations/ Risk/ Surveillance Required: The Applicant needs to be physically fit to visit difficult sites. Habitual car user. Surveillance of sites	

Description of duties and responsibilities

Key result areas / overview

The Investigation and resolution of alleged unauthorised developments and other breaches of planning control, the serving of Enforcement Notices, checking development sites for compliance with conditions, negotiating solutions and attendance at Court. In short, the application of Town and Country Planning Law, and associated legislation, to protect our environment.

Dimensions of the job

To record and manage investigations, where possible resolve all allegations of unauthorised development.

The enforcing of legislation affecting unauthorised development and similar statutory provisions.



Key contacts / communication links

Internal

- Team leaders and other Senior Professionals
- Head of Development Management
- Director – Planning & New Communities
- Council Solicitors
- District Councillors
- Other Colleagues throughout the Authority

External

- Parish Councillors and Clerks
- County Councillors
- Members of the Public
- Farmers & Land Owners
- Business professionals and a wide cross section of the South Cambridgeshire Public, including those who have contravened relevant legislation.
- From time to time there will be contact with members of the Travelling Community, Travelling Showmen and others of an itinerant lifestyle. Over the course of a few years there are few types of people that you will not have some degree of contact with.

Key responsibilities / specific duties

1. To process, investigate and resolve all alleged breaches of planning control.
2. To assist the Principal Planning Compliance Manager in maintaining a register of and investigate all allegations of unauthorised development in accordance with current legislation affecting Planning, Advertisements, Listed Buildings And Conservation Policy. There may be elements of Policing the Natural Environment in the form of trees, other Flora and Wildlife, and to investigate complaints relating to high hedges.



3. Liaise with the relevant Development Control Planning Officers, Case Officers, Team Leaders Conservation Officers, Development Control Manager, Parish Councillors, District Councillors and other concerned Members of the Community, so as to progress Investigations into unauthorised activity within the Prescribed Areas of Legislation.
4. To assist the Principal Planning Compliance Manager in gathering evidence and obtain necessary approval for the issue of Enforcement Notices, Stop Notices, Amenity Notices, Breach Of Condition Notices, Injunctions and Prosecutions, with the preparation of reports to Members where appropriate. You will be required to attend the Planning Committee from time to time (usually every quarter) to give an update and explanation of the progress being made on the cases that you are responsible for. Attendance at High Court, Crown Court, and Magistrates Court to give evidence may be necessary.
5. To assist the Principal Planning Compliance Manager In preparing legal Instructions to the legal department for the Issue of formal Notices and assist with the service of these as well as monitor and investigate progress.
6. You will need to have a good understanding of planning legislation and a working understanding of related areas of Council-wide enforcement legislation. This is different from The Criminal Law and relies heavily on Case Law and is sometimes considered to be in somewhat a “Grey area” compared to the more “black and white” Criminal Law. This will involve, from time to time, appropriate training courses. Gathering of Information and presenting this in the form of Evidence will be required.
7. Liaise with other Council departments and a wide range of other Public and Private Agencies to further the control and investigation of breaches of Legislation.
8. To provide an effective and efficient service to the Public, Members of the Council (Elected Councillors) Members of Parish Councils and your colleagues in respect of the Investigation of complaints or allegations of unauthorised development.



General to all job descriptions

To comply with our 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:

21/02/2023