JOB DESCRIPTION

Compliance & Monitoring Officer

Service area:	**Development Services**
Reports to:	**Head of Development Services delegated to Principal Planning Officer**
Responsible for:	**N/A**
Location:	**Buxton / Leek/ Agile Working**
Work flexibly between various locations:	**Yes**
Grade:	**AG4**
Salary range:	**SCP 15-19**
Car driver:	**Yes**
Essential/casual:	**Essential**

JOB PURPOSE

To participate in the delivery of a fully comprehensive and professional planning enforcement service across the Alliance, in accordance with statutory and non-statutory duties and in line with the Council's CHOICE Values to ensure efficient, effective and positive service delivery is achieved.

To actively demonstrate a 'can do' attitude and commercially minded approach, to ensure efficient, effective and positive service delivery and customer service.

To work across the Alliance to ensure organisational and public service outcomes are maximised.

JOB DUTIES

- To work collaboratively within the development services team across the Alliance and provide advice on all aspects of planning enforcement to officers, Councillors, developers, site owners and relevant community groups

- To fully investigate and action all complaints regarding breaches of planning control, with emphasis on intelligence/evidence gathering, site visits and liaison with planning officers to seek effective resolutions.

- To participate in the drafting and serving of Planning Contravention Notices,

Enforcement Notices, Breach of Control Notices, Untidy Site Notices and other relevant notices, where necessary, in accordance with the Councils Enforcement concordat, in order to achieve regulatory compliance.

- To prepare witness statements, as appropriate, and to provide evidence in Court when required.

- To log, maintain and update complaints/records regarding planning enforcement cases.

- To undertake any other reasonable work instruction requested by the Service Manager which is commensurate with the post, submitted in response to actions taken by the planning enforcement team when required.

CORPORATE RESPONSIBLITIES

- Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.
- Promote, both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated.
- Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.
- Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.
- Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- Promote and comply with both Council's policies and guidelines on Information Governance and the Data Protection Act.
- Consistently exhibit the behaviours required under the Alliance GROW values and code of conduct.
- Be committed to safeguarding and promoting the welfare of children and young people and vulnerable adults.
- Carry out election duties as required.

JOB REQUIREMENTS

Transport Requirements	Driving required for travel to Alliance locations
Working Patterns	Hours of work as agreed with the line manager. Some out of hours work may be required
Working Conditions Physical	Agile working (with travel to Alliance office locations as required) Working to planned priorities