



Cumberland Council

Post Specification

Date	July 2025
Post Group Number	8755
Post Title	Enforcement Co-ordinator
Job Family	Regulation & Technical
Job Family Role Profile	RT17
Final Grade	17

To be read in conjunction with the job family role profile

Service Area description

The post sits in the Service Area Waste and Public Places Team within the Place & Economy Directorate.

Purpose of this post

To act as a senior team leader in delivering coordinated strategic enforcement and oversight of all enforcement services across relevant council functions (e.g. planning, environmental health, housing, licensing, or anti-social behaviour).

The postholder will ensure that enforcement activities are coordinated, consistent, proportionate, and aligned with legislation, council policies, and best practice; proactively working with partners internally and externally.

They will provide operational oversight, case management support, and coordination between departments to deliver a robust and responsive enforcement service.

The postholder will lead the delivery of public focused, highly visible campaigns and be the spokesperson on all enforcement related activity. Ensuring a close working relationship with other internal and external departments specifically on enforcement.

Key job specific accountabilities

1. To lead on the management and coordination of the day-to-day operations of enforcement activities across relevant service areas.
2. Lead and manage on caseloads to ensure timely and effective resolution of enforcement cases.
3. Lead and manage the development, implementation, and maintenance of enforcement policies and procedures, ensuring consistency with legal requirements and council policy.
4. Identify, lead and liaise with internal departments, external agencies, and stakeholders to deliver joint enforcement action where appropriate.
5. Provide professional advice and guidance on the interpretation and application of policies, technical principles and regulations/legislation in respect of enforcement to officers, councillors, and members of the public. ~~on enforcement processes.~~
6. Ensure accurate and timely reports are produced, with supporting evidence, and documentation to support enforcement action, including court proceedings and appeals.
7. Support the development of training materials and deliver training sessions for officers on enforcement policy and procedure.
8. Embed and monitor performance indicators, prepare data reports, and recommend service improvements based on findings.
9. Ensure the effective internal and external communication of enforcement activity, programmed work and reactive interventions.

10. To be the strategic lead on the development and review of enforcement-related policies, protocols, and strategies.
11. To be the lead on ensuring records, systems, and case files are accurately maintained and compliant with data protection regulations.
12. Carry out other tasks commensurate with the grade as may be required.

Key Working Relationships:

- Enforcement Officers
- Legal Services
- Planning, Environmental Health, Housing, and Licensing Teams
- Communications services
- Elected Members
- Local Police and Community Safety Partners
- Residents, Businesses, and Local Stakeholders

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	No direct budget management, but the role holder will have high authorisation levels and will be required to act on behalf of the Council
Staff Management Responsibilities	Lead and manage the enforcement teams through matrix management arrangements when managing and coordinating the day-to-day operations of enforcement activities across relevant service areas.
Other	Significant work with stakeholders both internal and external including but not limited to; the Senior Management Team, Portfolio Holder, Elected Members external partners eg. Police and Trade Union colleagues

Essential Criteria - Qualifications, knowledge, experience and expertise

Essential:

- Professional qualification, or equivalent demonstrable experience.
- Evidence of continuing professional development
- Considerable experience in an enforcement or regulatory role within local government or similar setting.
- Good understanding of, and experience in working a political environment
- Expert and depth of knowledge regarding relevant legislation (e.g. Planning Law, Environmental Protection Act, Housing Act, Licensing Act).
- Experience of developing and delivering strategy and policy across operational services
- Experience of producing reports for performance monitoring purposes
- Experience of effective budget management
- Ability to think strategically and see the bigger picture
- Strong case management and organisational skills, with the ability to prioritise workloads effectively.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Confidence in dealing with conflict and challenging situations.
- Proficient in using IT systems and case management tools.

Desirable:

- Relevant qualification in enforcement, investigation, or regulatory services.
- Experience of preparing legal documentation or presenting evidence in court or tribunals.
- Familiarity with safeguarding, equalities, and data protection principles in enforcement contexts.

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	Occasional dealing with conflict or difficult negotiations.
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Physical Demands	• Normal effort required
Working Conditions	• Mainly office based, with some travel within Cumberland.
Other Factors	