

Post Specification

Post Specification - Key Information

- **Post Title:** Development Management Planning Enforcement Manager
- **Date:** April 2025
- **Post Group Number:** 8650
- **Job Family:** Regulation and Technical
- **Job Family Role Profile:** RT15
- **Final Grade:** 15

To be read in conjunction with the job family role profile.

Service Area Description

The Development Management service is responsible for overseeing and managing the planning process to ensure that all new development proposals align with local and national planning policies. This service reviews planning applications, providing guidance to developers, residents, and stakeholders on compliance with regulations related to land use, design, sustainability, and environmental impact. The service conduct assessments, facilitate public consultations and collaborate with various departments to address concerns such as transport, infrastructure, and heritage conservation. Additionally, the service enforces planning conditions, monitors ongoing developments, and addresses breaches in planning laws to support sustainable growth and maintain the character of the local area, balancing economic, environmental, and social considerations.

Purpose of this Post

The Planning Enforcement Manager is responsible for leading the Council's planning enforcement function, ensuring that breaches of planning control are investigated effectively, proportionately, and in accordance with legislation and Council policy. Reporting to the Development Management Service Manager, the role leads and supervises a team of Senior Planning Enforcement Officers and Planning Enforcement Officers, overseeing caseloads, providing professional guidance, and ensuring robust decision-making. The postholder also leads on formal enforcement actions, including interviews under the Police and Criminal Evidence Act (PACE), and works closely with legal, planning, and corporate partners to secure compliance and uphold the integrity of the planning system.

Key Job Specific Accountabilities

1. **Team Leadership and Management:**

- Lead, supervise and develop a team of enforcement officers, providing clear direction, professional support, and performance management.
- Allocate workloads, oversee complex cases, and ensure consistency and quality in the investigation and resolution of planning breaches.

- Promote a collaborative and accountable team culture focused on public service and effective enforcement outcomes.
2. **Case Management and Decision Making:**
 - Oversee the investigation of potential breaches of planning control, ensuring that investigations are undertaken promptly, proportionately, and in accordance with the law.
 - Ensure that decisions on enforcement action are evidence-based, balanced, and supported by national policy and local priorities.
 - Sign off formal notices and enforcement decisions and prepare or review reports to planning committees where necessary.
 3. **Formal Enforcement Action and Legal Processes:**
 - Working with the Development Management Service manager lead on the preparation and service of enforcement notices, breach of condition notices, stop notices, and other statutory documentation.
 - Oversee the conduct of interviews under the Police and Criminal Evidence Act 1984 (PACE), ensuring procedural compliance and evidential integrity.
 - Work closely with the Council's legal team on prosecutions, appeals, injunctions, and direct action, providing witness statements and attending hearings or court as required.
 4. **Policy, Procedures and Performance Monitoring:**
 - Working with the Development Management Service Manager Develop and maintain enforcement policies and procedures to ensure transparency, fairness, and consistency.
 - Monitor and report on team performance against agreed KPIs, identifying service improvements and trends in breaches.
 - Contribute to service planning and development in partnership with the Development Management Service Manager.
 5. **Stakeholder Engagement and Communication:**
 - Provide expert advice and information to members of the public, councillors, and other stakeholders on planning enforcement matters.
 - Liaise with internal departments (e.g. Planning Policy, Legal Services, Environmental Health, Building Control) and external bodies (e.g. the Police, Environment Agency) to support investigations and ensure coordinated action.
 - Attend planning committees, public meetings, and site visits to represent the Council's enforcement function and explain decisions.
 6. **Training and Development:**
 - Support the professional development of team members through mentoring, training, and supervision.
 - Promote awareness of planning enforcement procedures across the wider Development Management service.
 - Keep up to date with changes in legislation, policy, and best practice relevant to planning enforcement and regulatory investigations.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** Support the Development Management Service Manager with managing the budget for this area of responsibility - Circa 500k
- **Staff Management Responsibilities:** Lead, supervise, and develop a team of Enforcement Officers

- **Other:** None.

Essential Criteria

Qualifications:

- Chartered membership of a recognised planning body (e.g., Royal Town Planning Institute (RTPI)) is desirable.
- Degree in Town Planning, Urban Planning, Geography, or a related field.

Knowledge:

- In-depth knowledge of planning legislation, including enforcement policies, and regulatory standards.

Experience:

- Substantial proven experience in planning enforcement or a related planning or regulatory role, with proven management experience.
- Proven experience managing and developing a multidisciplinary team, with strong leadership and organisational skills.
- Strong analytical skills with experience managing complex enforcement cases.

Expertise:

- Strong understanding of UK planning enforcement regulations
- Excellent written and verbal communication skills, with the ability to engage with internal departments, developers, stakeholders, and the public.
- Strong analytical skills with experience managing complex enforcement cases.
- Competent in using planning management software, databases, and GIS systems for enforcement tracking and data management.

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** The post holder will be involved frequently in challenging situations including confrontation with developers, complainants, and other members of the public.
- **Physical Demands:** The post holder will occasionally be required to safely negotiate rough ground and differing building levels, which may include the use of ladders and scaffolding.
- **Working Conditions:** There is a requirement to carry out site visits and external meetings in varying weather conditions, also some out of office hours work may be involved, dependent upon the nature and level of caseload.

Other Factors:

- Ability to travel throughout Westmorland & Furness and occasionally beyond.
- To model and display the corporate standards of behaviour.