

<b>Post title:</b>	Compliance Officer
<b>Grade:</b>	H
<b>Responsible to:</b>	Team Leader Enforcement
<b>Staff managed:</b>	None
<b>Directorate:</b>	Community Development
<b>Service:</b>	Planning
<b>Job family:</b>	<b>P&amp;T - Professional &amp; Technical</b>
<b>Date of issue:</b>	November 2023

### Job context

The new North Yorkshire Council has brought together the services previously provided by seven district councils and the county council to create the third largest unitary authority in England. The Council want to complement the area's natural capital, strong economy and resilient communities to improve the way local services are delivered and support a good quality of life for all.

The Council's Planning Services play a fundamental role in managing the natural and built environment, ensuring that the future development needs of the area can be accommodated to make it a better place in which to live and work.

This role involves supporting the Council's Planning Enforcement function through monitoring compliance with planning permissions and other associated consents granted by the local planning authority.

The role will include implementing the Council's Enforcement Management Plan and working proactively with Agents, Operators and the Public to undertake planning monitoring and enforcement activity.

**Job Purpose:** To ensure compliance with planning permissions and other associated consents granted by the local planning authority and enforce related planning control, regulations and policy.

**Operational management:**

- Investigating and researching cases where non-compliance with planning permission may have occurred.
- Receive complaints and enquiries which might involve an allegation of non-compliance with a planning permission and evaluate how to proceed in each case.
- Conduct detailed research into planning records to obtain site history and other relevant information.
- Undertake site investigations in respect of specific cases.
- Discuss the situation with those concerned and give initial advice as to how particular problems might be resolved.

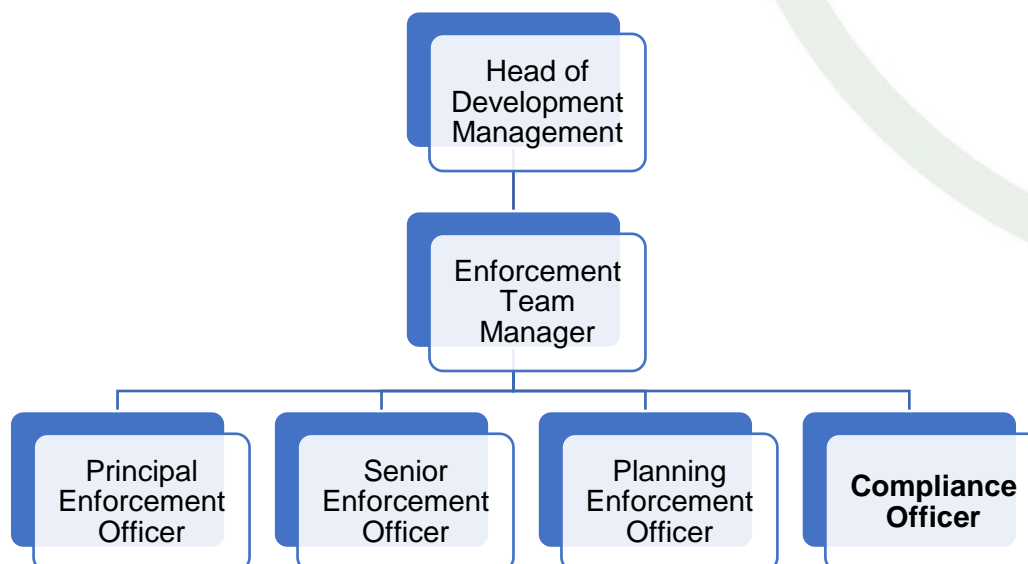
<b>Resource management:</b>	<ul style="list-style-type: none"> <li>• Prepare reports in respect of action required / considered expedient to address any identified breach.</li> <li>• Assist in preparing formal notices and other relevant action in close liaison with Legal Services.</li> </ul>
<b>Partnerships:</b>	<ul style="list-style-type: none"> <li>• Liaises with legal, other council officers and with representatives of other bodies as necessary.</li> <li>• Attends meetings with senior staff to discuss controversial cases</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• Negotiating and advise applicants, contractors and members of the public, assessing available courses of action, writing reports recommending necessary action.</li> </ul>
<b>Systems and information:</b>	<ul style="list-style-type: none"> <li>• To operate the IT systems associated with the post.</li> <li>• To contribute to the development of new systems, and with training, to keep up to date on IT development affecting the work.</li> </ul>

<b>Person Specification:</b>	
<b>Essential</b>	<b>Desirable</b>
<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>• Experience of building and managing relationships with internal and external stakeholders.</li> <li>• Knowledge and use of ICT Office software.</li> <li>• Knowledge of Town and Country Planning legislation, policy and guidance.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in Planning</li> <li>• Experience of Planning ICT systems</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Ability to work in a team and on own initiative.</li> <li>• Ability to work to tight timescales and to achieve targets.</li> <li>• Ability to resolve conflicting interests.</li> <li>• Good negotiating, communicating and interpersonal skills.</li> <li>• Ability to interpret information and make balanced judgements in the public interest.</li> <li>• Ability to produce accurate and timely written reports.</li> </ul>	
<b>Behaviours</b> <a href="#">Link</a>	
<b>Professional Qualifications</b> <ul style="list-style-type: none"> <li>• Good numeracy and analytical skills</li> </ul>	
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>• Ability to undertake site visits</li> <li>• Ability to travel round the council geography</li> </ul>	

### Career progression:

- At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g. apprenticeships and work shadowing/coaching.
- As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities.

### Structure



NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.