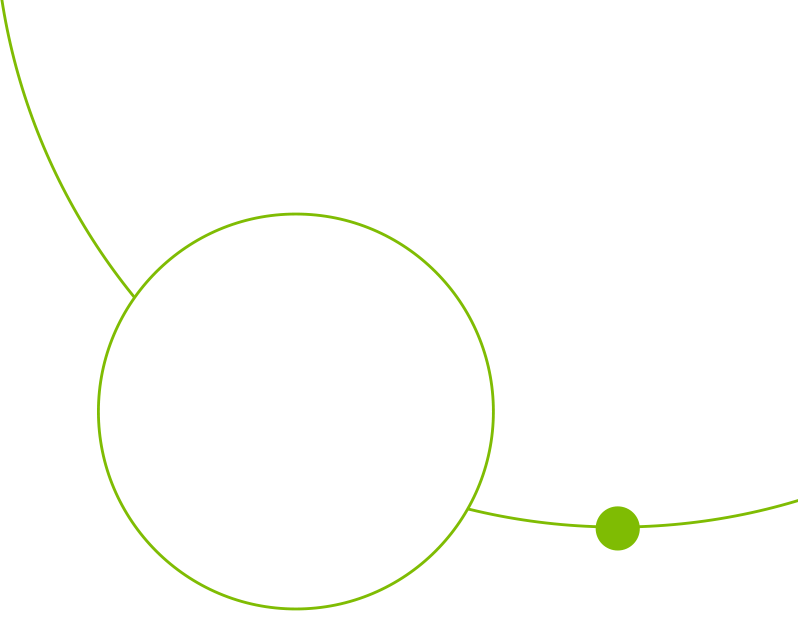
Norfolk County Council Logo



# **Job description and Person Specification**

**Senior Monitoring and Control Officer**

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| **Department** | Communities and Environmental Services |
| **Service** | Planning Services |
| **Grade** | K |
| **Reports to** | Principal Planner |
| **Responsible for** | N/A |
| **Job reference** | 8680 |

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| **Job Purpose** – |
| To ensure effective planning control is exercised over minerals and waste development. To ensure that breaches of planning control receive an appropriate enforcement response. To influence development proposals by negotiating with developers, infrastructure providers and key stakeholders so as secure appropriate development. To attend public meetings and represent the County Council at, appeals including public inquires and in court to give evidence on behalf of the County council. |
| **Context** – |
| NCC is responsible for all elements of minerals and waste planning. This means it must plan for annual capacity to deal with over 1.4 million tonnes of waste per year, to provide 1.55 million tonnes of Sands & Gravel and 750,000 tonnes of Silica Sand. The authority will also deal with an average 500 planning cases per year, including those associated with the County Council’s own development. The service must also regularly monitor the performance of over 200 mineral and waste facilities located across the county.  Norfolk has two-tier local authority model, to ensure that the authority can provide the minerals and waste infrastructure the county needs it must work closely and influence the plans and practice of all eight District councils, statutory undertakers such as Anglian Water, and partner organisation such as Environment Agency and Natural England. |

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| **Accountabilities** - |
| **Professional Advice, Guidance & Interpretation** |
| To provide advice to government, Councillors, District and Parish Councils, local businesses, amenity societies, Planning Committee and the public on planning control matters including complex and contentious issues relating to the NCCs services and mineral and waste management planning matters. To ensure compliance with planning control. |
| To attend court and public inquiries to represent the Authority on matters of relating to the planning enforcement of planning control, including on complex and contentious issues. |
| **Project Management and Policy guidance** |
| To lead on the annual mineral and waste monitoring programme. To ensure that sites receive the appropriate levels of scrutiny and that operators are charged for statutory inspections. |
| To ensure effective coordination of the authority’s enforcement and monitoring regime with those of the Environment Agency, the district councils and other regulatory bodies, to deliver an efficient and effective enforcement and monitoring regime. |
| **Service Delivery & Improvement** |
| To monitor minerals and waste management facilities to ensure compliance with planning control. Where appropriate lead on enforcement action against breaches of planning control. |
| To gather and use information in accordance with relevant statutory controls to ensure that the information necessary to secure planning control can be used as evidence in court if required. |

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| **Person Specification** | |
| **Qualifications:** | |
| **Essential** | **Desirable** |
| Hold a recognised qualification in Town Planning (or a related subject) at HND, HNC, NVQ Level 4; OR a Degree or Diploma in Town Planning OR alternatively, have an equivalent combination of knowledge and several years' experience of planning or law enforcement. | Hold membership of the RTPI at an appropriate level.  Membership of the National Association for Planning Enforcement. |
| **Knowledge/Experience:** | |
| **Essential** | **Desirable** |
| Detailed knowledge of Town and Country Planning Legislation for use when dealing with informal enquiries, Planning applications, decision notices and appeals.  Detailed knowledge of legal procedures Including the Police and Criminal Evidence Act, Regulation of Powers Act and Criminal Procedure and Investigations Act. | Experience of preparing and giving evidence in court and or at appeal. |
| **Skills:** | |
| **Essential** | **Desirable** |
| Negotiating skills are necessary when chairing and fronting meetings at a senior level. Also dealing tactfully face to face with difficult and potentially aggressive operators**.**  Clear and rational decision making that is easily understood by all parties.  Makes fair and objective decisions using the best available evidence. | Provides an accurate representation of actions and records. |

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| **The Council’s values**   * Accountable – We are honest and accountable. * Inclusive – We champion inclusivity and equity. * Ambitious - We want a better future for Norfolk. * Trusted – We build and maintain trust. |

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| **General Information**   * The job description details the main outcomes of the job and will be updated if these outcomes change. * All work performed/duties undertaken must be carried out in accordance with relevant County Council and Departmental policies and procedures, within legislation, and with regards to the needs of our customers and the diverse community we serve. * Job holders will be expected to understand what is meant by safeguarding vulnerable groups (children, young people and adults) and how to raise concerns. * Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. |

Last reviewed on: 14 June 2024

Approved By: Director for People

Version number: 160