

Northumberland County Council

JOB DESCRIPTION

Post Title: Minerals and Waste Compliance Officer	Director/Service/Sector: Corporate Resources/Planning, Economy and Housing, Planning and Housing Services		Office Use
Band: 7	Workplace: County Hall		JE ref: 2911 HRMS ref:
Responsible to: Senior Monitoring and Enforcement officer	Date: Aug 2014	Manager Level: -	
Job Purpose:			
<ul style="list-style-type: none"> • To lead on the monitoring of waste and mineral sites across the County and co-ordinate the work of officers to ensure visits are carried out in accordance with performance targets. • Investigate, process and monitor compliance with the terms of conditions and S106 agreements relating to waste and mineral sites and ensure monitoring fees and financial contributions are secured and processed in consultation with other departments within the authority. • Investigate, process and monitor conditions and enforcement cases relating to waste and mineral sites across the County • Advise staff, Members, stakeholders and the public on planning monitoring and enforcement matters as they relate to waste and mineral sites 			
Resources	Staff	Supervise and oversee the work of junior and student planners, trainees or support staff on monitoring and enforcement work.	
	Finance	Monitor fee income for waste and mineral sites, raising orders and processing of invoices	
	Physical	Shared responsibility for the physical resources used by the central team including work-stations, IT hardware and software, and equipment used on site inspections. Capture, input and maintain key spatial information relating to minerals and waste	
	Clients	Shared responsibility for the general satisfaction of those who use the service and the safeguarding of public amenity. Assist with the application of development management policies, procedures and services.	
Duties and key result areas:			
<ol style="list-style-type: none"> 1. To lead on the processing of complaints relating to waste and mineral sites received by the Development Management Teams from external sources, primarily the regulatory bodies and the public and from internal sources such as Council employees and Councillors in accordance with the Council's Monitoring and Enforcement Strategy. <ul style="list-style-type: none"> . Investigate complaints relating to minerals and waste sites. Where appropriate carry out interviews and negotiate with developers, their agents and legal advisors to seek to resolve matters or to identify further action to be taken. 2. To monitor the number of mineral site visits per quarter to ensure that performance targets and fee income targets are met. 3. Consider and process findings in accordance with the Planning Acts, Planning Policy Guidance, Circulars, other relevant legislation and previously decided cases. The post holder will be required to advise on the most appropriate strategy in consultation with senior officers and the Council's Legal team where appropriate. 4. To identify options for increasing fee income in relation to monitoring inspections for neighbouring authorities. 			

- 4.. Prepare and issue Planning Contravention Notices, Breach of Condition Notices, Enforcement Notices and Stop Notices in consultation with Managers, Principal Planning Officers and the Council's legal team. The post holder will also be responsible for the service of Notices on affected persons or bodies and advising on rights of appeal against such Notices.
5. Prepare and present evidence and statements for the Council in Enforcement Appeals at hearings and inquiries and assist with criminal proceedings resulting from breaches in planning control.
6. Where appropriate, pass on the results of investigations to outside bodies such as The Environment Agency and other regulatory bodies to consider the most relevant course of action for these other agencies to pursue the matter. Also where relevant, inform other internal departments of findings, such as Public Protection, to consider the most appropriate course of action in relation to a complaint.
- 7.. Monitor planning and other permissions to ensure compliance with conditions attached to approvals. Pursue enforcement action with respect to breaches of such conditions. Assist in the development, implementation and review of an annual programme of monitoring site inspections of all minerals and waste sites throughout Northumberland in order to monitor and enforce planning conditions and matters related to the operation, restoration and aftercare of minerals and waste sites.
8. Monitor compliance with the terms of S106 agreements in so far as they relate to mineral and waste sites.
9. Maintain manual and computerised records arising from the above including the preparation of reports of site visits and actions taken, and for the implementation of an effective system for the collection of monitoring fees for minerals and landfill permissions to the required service standards, observing data protection and confidentiality rules and procedures.
- 110 Advise and liaise with elected members and officers of the Council, developers, outside bodies and the community at large about planning monitoring and enforcement matters.
12. Encourage best environmental practice and standards in relation to minerals and waste site operations, restoration and aftercare on minerals and waste sites, including attendance at restoration and aftercare meetings, through the provision of advice and guidance to operators, including the preparation of and publication of guidance notes and advice on the interpretation of planning conditions, and to ensure that arrangements can be readily checked and agreed by staff operators and other regulatory bodies
13. Work collaboratively with internal colleagues and external contacts on enforcement matters in order to promote effective partnership arrangements for the delivery of a quality service.
14. Capture, record and apply service and caseload data, using ICT systems, in accordance with service procedures, to assist in the production of timely and accurate information about the enforcement service to the Managers, Principal Planning Officers, Head of Service and members.
15. Maintain and update the planning enforcement register

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

<p>Transport requirements: Working patterns: Working conditions:</p>	<p>The work involves the need to visit properties and development sites throughout the area on a regular basis Normally flexi hours but occasionally the officer may be required to work outside of flexi hours. The work is office based but involves working out on site on a regular basis and which could be in a lone working situation. .Work also involves dealing with confrontational situations both within and outside the office.</p>
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PERSON SPECIFICATION

Post Title: Minerals and Waste Compliance Officer	Corporate Resources/Planning, Economy and Housing, Planning and Housing Services	Ref: 2911
Essential	Desirable	Assess by
Knowledge and Qualifications		
<p>A degree in a relevant subject or equivalent vocational qualification. Good knowledge of minerals and waste operations</p> <p>Good knowledge of the main operational, procedural and practical issues relating to the DM service . Good knowledge of current inter/national laws, regulations, policies, procedures, and developments relating to minerals and waste development management Demonstrates an awareness and commitment to proactive customer care and services. Evidence of CPD and ongoing personal development.</p>		Not completed at this stage as staff being assimilated
Experience		
<p>Experience in a monitoring and enforcement capacity in planning or a related field Experience in minerals and waste planning, minerals and waste site based work or environmental monitoring Experience in the preparation and presentation of reports for Members Experience in working collaboratively with service users. Experience in engaging effectively with others and building productive partnerships. Experience in using GIS</p>		
Skills and competencies		
<p>Effective ICT skills and able to use ICT to achieve work objectives. Able to apply own initiative to overcome day-to-day operational problems. Confident and competent in expressing own views</p>		Not completed at this

<p>Prepares written material – reports, letters, site notes etc that are accurate, rational, convincing and coherent. Can communicate effectively with professionals, the public, developers and Members using verbal, written and IT skills Well developed negotiation skills and able to persuade others to and alternative point of view Numerate and able to manipulate data Able to understand plans. Applies a methodical and analytical approach to problem solving. Remains calm and logical in stressful and difficult situations. A strong corporate orientation and commitment to tackling issues in a non departmental manner Dependable, reliable and keeps good time Models and applies high standards of honesty, integrity, openness, and respect for others. Proactive and achievement orientated. Effective organisational skills Works with minimal supervision</p>		stage as staff being assimilated
Physical, mental and emotional demands		
<p>Normally works from a seated position when in the office but with regular need to travel to other work locations and work on significant waste and mineral sites Need to maintain general awareness with lengthy periods of enhanced concentration. Extensive contact with public/clients/ Members on Minerals and Waste planning issues often in confrontational situations</p>		Not completed at this stage as staff being assimilated
Other		
A current UK driving licence.		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits