



## Response to Request for Information

Reference      FOI 002248  
Date            02 May 2018

### ***Job Evaluation – Planning Enforcement Officer Post***

#### **Request:**

I am currently going through a process of job/salary re-evaluation.

As part of my revaluation I am gathering information regarding job descriptions and salary bands of similar roles at other local authorities in England. The data will be used as a comparative when assessing my job role.

Therefore, under the Freedom of Information Act I would like to request the following information for a planning enforcement officer post or other similar posts at your authority:

- Job description
- Salary band (starting salary and end salary)

[In response to your request, please find our response below:](#)

## **WOLVERHAMPTON CITY COUNCIL**

### **JOB DESCRIPTION**

**Post Designation:**                   **COMPLIANCE OFFICER (PLANNING)**

**Directorate:**                         Education and Enterprise

**Service Group:**                    Regeneration

**Division:**                            Planning

**Responsible to:**                    Section Leader

**Salary Grade:**                     5

#### **Job Purpose and Role**

1. Under the general direction of a Section Leader to assist in the efficient and effective discharge of duties and tasks assigned to the Service.
2. To provide support and assistance to officers of the service to enable the efficient and effective discharge of the duties and tasks.
3. To contribute towards the achievement of the Council's corporate objectives and strategic priorities through both inter-divisional and inter-service cluster working.
4. To effectively manage and prioritise the caseload attached to the post.

#### **Principal Duties and Responsibilities**

1. The investigation of complaints and enquiries received by the Service, and with respect to the caseload attached to the post, the instigation of appropriate action.
2. To undertake the inspection and re-inspection of premises or land to ascertain the conditions appertaining and compliance with the legislation enforced by the Service.
3. Undertake duties necessary to satisfactorily enforce pollution, public health and nuisance control legislation.
4. Undertake surveys to identify the level of compliance or otherwise with Public Health, Environmental Protection and other legislation enforced by the Service and the subsequent instigation of the appropriate course of action.
5. To assist in the examination of plans submitted for Building Regulation and Town and Country Planning Act approval and where appropriate the carrying out of such investigations, visits and measurements to enable the Service to meet its purpose.
6. To undertake investigations, monitoring or other sampling in connection with the work of the Service.

7. To take evidence, prepare witness statements, attend court and interview potential defendants under the provisions of the Police and Criminal Evidence Act 1984.
8. Inspection and regulation in connection with the applications and enforcement for various licences, permits, registrations and legislation.
9. To undertake and assist in the preparation and mounting of displays and exhibitions and the dissemination of educational material and to carry out talks and lectures as required.
10. To act as an inspector appointed under the provisions of the Health and Safety at Work etc. Act 1974 and the Food Safety Act 1990.
11. To provide assistance in matters relating to Travellers and the Showell Road Site, pest control and dog warden service.
12. Attendance where necessary at Licensing Committee/Sub-Committee meetings.
13. To prepare correspondence reports, notices and legal evidence to effectively execute the functions of the Service and where appropriate represent the Council in respect of subsequent legal proceedings or other actions.
14. Attendance of such courses, seminars, conferences etc. as nominated by the Service.
15. To be fully aware of and comply with, the administration and monitoring systems operated by the Service and the keeping of such records as may be required.
16. To assist in the training of Student Environmental Health, Trading Standards, Planning and Building Control Officers or other individuals assigned to the Service.
17. The post-holder will be required to undertake duties based on the needs of the service outside normal office hours as directed by the Assistant Director, Regeneration, and in accordance with the agreed working pattern for the post and the Council's Conditions of Service.
18. To act in accordance with the Council's Constitution and other Codes of Conduct.
19. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
20. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
21. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
22. To participate in the wider development of the service and contribute to service improvement as required.

Wolverhampton City Council is committed to Corporate Parenting. Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection to children who are looked after.

**Compliance Officer Salary Scale**

<b>Grade 5</b>	<b>SCP</b>	<b>WCC LPP</b>	<b>£</b>
	24	15	22,401
	25	16	23,111
	26	17	23,866
	27	18	24,657
	28	19	25,463