**Job Description**

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| Job Title: Principal Enforcement and Monitorng Officer |
| POSCODE: |
| Grade: P3 |

**Overall purpose of the job**

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

To help develop and sustain the Council’s ability to promote the prosperity and public health of the county’s population by managing effective service provision and taking day to day operational responsibility for the leadership, performance, management and delivery of the enforcement and monitoring, planning co-ordination and data storage / IT functions within the County Planning, Minerals and Waste Team.

To provide leadership which enables staff to contribute directly to the delivery of the Council’s strategies, policies, plans and processes and to reach their full potential.

To manage effective service provision within the Environment and Commercial Service, including implementation of agreed performance measures and standards for the planning co-ordination function as well as the monitoring, enforcement and regulation of development proposals to ensure these contribute to the quality of life for the people of Cambridgeshire by supporting growth and the economy of the County.

To provide professional and technical advice, support and enforcement measures to deliver compliance with County determined applications and unauthorised development to secure the objectives and activities within the Environment and Commercial Service

**Main accountabilities**

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

|  |  |
| --- | --- |
|  | **Main accountabilities** |
|  | Manage the delivery of the enforcement and monitoring and planning co-ordination functions within Environment and Commercial as directed by the Business Manager and Service Plan. Devise and implement strategies for the efficient and effective delivery of enforcement, monitoring and planning co-ordination services which engage directly and appropriately with partners and consumers. Organise and oversee the delivery of enforcement and monitoring and planning co-ordination services within development management to ensure customer focussed and cost-effective solutions. |
|  | Take a lead on aspects of service expertise within minerals and waste development management, as appropriate, and deal with the most complex enforcement cases that require additional knowledge and expertise to pursue and resolve. Inform and advise senior management and staff on emerging issues to ensure compliance with the Council’s legal responsibilities and present the Council’s case at Enforcement Appeals and in Court proceedings, in liaison with the County Solicitor, and work to recover costs. |
|  |  |
|  | Take the lead on the planning, implementation and ongoing management of the project to scan the historic planning files, in conjunction with the introduction of an electronic document management system for planning which will involve the implementation of the associated file retention policy, in line with current legislation and Council policy. Maintain, monitor and seek to continually improve the procedures for electronic filing so that it remains accessible and stored in line with current legislation. |
|  | Devise, implement and oversee strategies to improve the efficiency of the administrative support provided by the planning co-ordination function within the County Planning team with a commitment to both internal and external customer and delivery excellence, whilst meeting statutory processes and deadlines. |
|  | Deliver effective direct line management of staff, encompassing team meetings, 1:1’s, and the corporate appraisal processes, this includes imparting knowledge and expertise through mentoring and coaching in order to strengthen the function, skills and resilience of both the Enforcement and Monitoring and Planning Co-ordination teams so that they are inspired to contribute to service objectives and corporate projects ensuring ongoing workforce development and the delivery of better outcomes. |
|  | Achieve and maintain effective internal and external partnerships and work with a range of stakeholders, other authorities and key organisations to achieve cost-effective joined-up working. |
|  | Monitor and evaluate the success of activities within minerals and waste planning and make recommendations to Lead Officers/Business Manager in relation to improvements required. |
|  | Identify future development and areas of concern relating to the business area and work collaboratively with the management team and other officers to identify appropriate resolution or action. |
| 10. | Demonstrate an awareness and understanding of equality, diversity and inclusion. |

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

|  |  |  |
| --- | --- | --- |
| Qualifications Required | **Subject** | **Essential/**  **Desirable** |
| Degree, HND or equivalent or  NVQ Level 4 or equivalent experience | Planning or related discipline | Essential |
| Planning qualification or recognised professional qualification in the business area | Nationally recognised qualification in Planning Enforcement or Town Planner Eligible for MRTPI | Desirable |

Minimum levels of knowledge, skills and experience required for this job

|  |  |  |
| --- | --- | --- |
| Identify | Describe | Essential/Desirable |
| **Knowledge** |  |  |
| Leadership and management | Knowledge and understanding | E |
| Local Government Planning and Enforcement function | In depth understanding of the purpose and working of the business area | E |
| In depth knowledge and understanding of relevant legislation appropriate to the area of business expertise | E |
| Knowledge of the structure and organisation within the business area at local and national level | E |
| Knowledge of structures and systems of key partners of the business area | D |
| Administration and data handling | Knowledge of relevant data protection and public access legislation such as GDPR and FOI | E |
| Health & Safety | Knowledge of Health and Safety legislation | E |
| Knowledge of best practice in producing risk assessments and safe systems of work applicable to the business area | D |
| **Skills** |  |  |
| Enforcement | Ability to lead complex investigations into breaches of planning control and pursue unauthorised development through to asuccessful, timely and cost effective resolution | E |
| Ability to deal with and provide guidance and assistance to others in respect of complex investigations, enquiries and complaints | E |
| Management | Ability to lead a team and to manage change | E |
| Ability to develop and deliver successful services in line with an agreed Service Plan | E |
| Ability to manage, motivate, develop, coach and mentor others | E |
| Ability to represent the business area and service with elected members, senior officers, key stakeholders and members of the public | E |
| Ability to plan and organise and to ensure that deadlines and agreed targets are met | E |
| Logical reasoning and analytical skills | E |
| Ability to work on own initiative and to ensure that service objectives are achieved | E |
| IT | Demonstrable ability to use a variety of software packages | E |
| Communication | Highly developed communication and interpersonal skills | E |
| Ability to lead complex and sensitive discussions on technical legal issues | E |
| Ability to maintain and explain an opposing position using assertion, tact and diplomacy | E |
| Ability to negotiate with stakeholders | E |
| General | Commitment to continuous service development | E |
| Commitment to ongoing personal and role development | E |
| Ability to adapt and willingness to get involved in a variety of activities | E |
| **Experience** | Give an idea of the type and level of experience required **do not** specify years of experience. |  |
| Leadership and Management | Proven experience of leading and developing high performing staff, teams, and complex multi-stranded projects sustained over a long period. | E |
| Productive Relationships | Proven experience in forming, leading and developing constructive relationships across a range of areas including members, partners, consultants, and stakeholders (internal and external). | E |
| Financial Awareness and Management | Proven experience of successful management of projects within budgetary parameters. | E |
| Presentation and Information | Proven communication skills, including strong report writing, and presentational skills, showing the ability to tailor communications to different types of audiences, promoting mutual awareness and understanding of complex and specialist planning enforcement matters. | E |
| Negotiation | Excellent interpersonal skills, including sound diplomacy and the ability to negotiate with developers and stakeholders, including difficult customers. | E |
| Change Management | Experience of supporting service and organisational change. | E |
| **Other** |  |  |
| **Full Driving Licence** | To enable site visits to be undertaken and liaison meetings to be attended out of hours as necessary. | E |
| Equality, Diversity and Inclusion (applies to all roles. | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.  E | |

**Disclosure level**

|  |  |  |
| --- | --- | --- |
| What disclosure level is required for this post? | **None** | Standard |
| Enhanced | Enhanced with barred list checks |

**Work type**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | **Hybrid** | Field | Remote | Mobile |

**Job description questionnaire**

Page 1 and 2 of this document will form the job description and person specification for the post.

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title:** | Principal Enforcement and Monitoring Officer | **POSCODE**  *(Needed for re-evaluations)* | 333002273 |
| **Reports to (job title):** | Business Manager for County Planning, Minerals and Waste | **Directorate/Service:** | Place & Economy, Planning, Growth and Environment |
| **Presenting Manager:** |  | **Date of evaluation:** |  |
| **Supporting**  **HR contact person:** |  | **New Post** | **Yes/No** |
| **Re-evaluation:** | **Yes/No** |

**Job context**

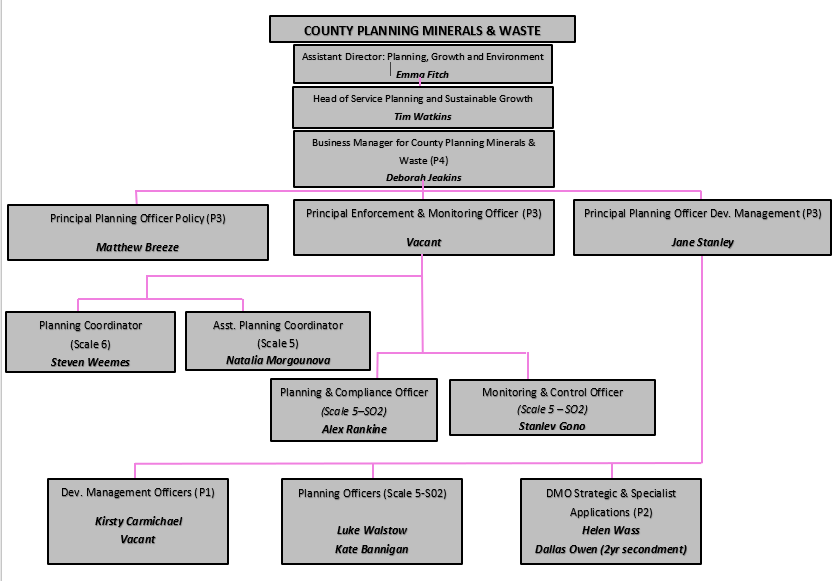
Give a short overview of the job context and the key objectives of the part of the organisation where the job is placed.

The Planning, Growth and Environment Service (P,G&E) is responsible for exercising a range of statutory functions, as a statutory consultee on sustainable urban drainage within the planning system. It is the Lead Local Flood Authority for Cambridgeshire, and also has a statutory responsibility for ensuring a Historic Environment record is maintained and scheduled monuments are protected. The Service is responsible for planning policy, consents and enforcement for minerals and waste, for planning consents on County planning applications, consenting and enforcement on ordinary watercourses, maintaining the Historic Environment Record and the County’s 13 scheduled monuments.

The job sits within the County Planning Minerals and Waste Team in P,G&E. This Team discharges the Council’s functions in respect of its role as a Mineral and Waste Planning Authority. The team has responsibility for the preparation and monitoring of statutory mineral and waste planning policy documents, and delivery of the Council’s Duty to Co-operate functions. The team determines planning applications for minerals, waste and County Council development, which involves reporting to Planning Committee. The statutory administrative processes which support this function are carried out by planning co-ordination staff. Once applications are determined implementation is monitored which can result in enforcement action.

**Organisation chart (include grades)**

Please provide an organisation chart which includes the manager of the post, its peers and direct reports.



**Change of accountabilities (for re-evaluations only)**

What are the major changes to the role?

These should clearly show the reason for this re-evaluation i.e. the:

* changes to the accountabilities

Removal of the implementation and oversight of the planning database IT systems only, everything else remains the same

* changes to the essential qualifications, knowledge, skills and experience

None

* changes to the team structure

None

**Communication and influencing - UNCHANGED**

|  |  |
| --- | --- |
| **Contact** | **Nature of interpersonal skills used** |
| **Internal** |  |
| Members | Ability to provide clear advice, effectively delivered to Planning and other Committees, Chairs and Vice Chairs meetings, individual Members and member briefings etc. This can involve the interpretation and explanation of complex legal and technical information as well as the ability to identify and explain the possible potential outcomes and risks from particular scenarios and recommend practical situations which meet political needs. Communication can be through a variety of means including reports, spoken and written advice. |
| Colleagues | The provision of clear bespoke specialist advice is necessary across a number of specialist functions and areas e.g. in reference to planning conditions, planning investigations and enforcement, the interpretation and explanation of planning legislation, the application of IT systems and processes, file retention, legislation and best practice around health, safety and wellbeing and business processes and strategies.  Confidence and the ability to clearly represent the Business Manager and the Team’s interests are required. This may be in relation to bespoke cross departmental strategic projects or meetings.  Excellent communication skills e.g. through team meetings and 1:1’s in order to motivate and ensure delivery of team and wider objectives. |
| Colleagues contd | The post manages 4 team members and on occasion needs to use discretion, empathy and diplomacy to provide appropriate support to team members in difficult personal situations.  Coaching / mentoring skills are required in order to develop the knowledge and effectiveness across both teams and also when liaising with the wider County planning team and other services. |
| **External** |  |
|  | The maintenance and development of good working relations with district councils as well as with other agencies and statutory bodies such as the Environment Agency.  The development and maintenance of good working relationships with officers is essential and necessary over a continued period to establish the relevant responsibilities for each situation and facilitate successful joint working both short and long term. |
| Partners e.g. Government Agencies and local authorities etc. | Effective negotiation and communication skills are also involved in undertaking enforcement functions, particularly when dealing with key agencies e.g. Environmental Health colleagues at district councils and the Environment Agency. This can involve understanding complex technical information provided by statutory consultees and communicating this effectively to other parties e.g. the applicant, members and the public in general.  Effective communication is also necessary when working with operators on site as well as when attending meetings of various types and levels of formality where the post holder can be responsible for representing, explaining and defending the Council’s position, chairing and hosting, or assessing what information is relevant to retain and pass on. The post holder is required to provide a clear, auditable record of agreements and actions from these meetings. |
| The public | The post holder is required to deal with enquires from the public, which may arise through a variety of situations including providing specialist advice, dealing with planning applications and dealing with complaints about planning matters or the service and service handling.  On occasion this involves dealing with difficult or threatening behaviours which can occur on site or in telephone, email and written correspondence. The post holder must deal with these situations in an assertive but diplomatic manner, paying regard to Council policies and values and ensuring that the right outcomes are achieved. |
| Industry, Consultants and others | The post holder is required to deal with representatives from the mineral / waste industry and other statutory consultees and interested parties. Sound negotiation skills are necessary; along with the ability to understand other parties’ perspectives. Positive influencing and persuasion skills may be necessary in order to bring parties with disparate views together. The ability to participate effectively in technical and complex discussions is required.  The post holder needs to be able to effectively represent the Team on strategic projects which can involve cross industry / agency meetings and stakeholder groups.  The post holder must maintain effective working relationships with companies providing specialist advice and support, which involves negotiation and persuasion. |

**Supervision and work planning - UNCHANGED**

What degree of forward planning is required in this job (daily, weekly, monthly, annual, etc)?

Planning must be on a daily, weekly, monthly and annual basis. This is essential as the post holder oversees two differing and specialist functions of the team, alongside this the post holder must be aware of matters involving, for example, health and safety, file retention and IT issues across the wider team so that the delivery of service objectives can be achieved, particularly when human and other resources are stretched or need to be channelled elsewhere. Forward planning is essential given the scarcity of resources and a demanding work programme. The post holder plans their own work, oversees the timely delivery of the work within their ‘teams’ and schedules and monitors projects involving other corporate partners such as LGSS Law and IT providers.

The post holder is responsible for setting out the overall timeframe for tasks and projects affecting the County Planning team, for identifying interim tasks and deadlines, and ensuring that they are met. These tasks can relate to the enforcement function, the planning co-ordination function, the IT function, the scanning function and the health, safety and wellbeing of the team, all of which can create competing priorities. Awareness and taking account of the workloads of other teams, both internal and external,and statutory bodies and partner organisations is also necessary if joint working is being undertaken.

With a varied and heavy workload, effective weekly and daily management of workload and awareness and adherence to deadlines is also essential. Unforeseen and urgent tasks frequently arise which mean the ability to foresee, re-schedule and manage workload pressure points is necessary. The post holder is responsible for overseeing the work of two very different teams and functions that the wider County planning team rely on for the effective functioning of the planning service.

On a day to day basis the post holder will also be responsible for managing a varied and complex enforcement caseload, with competing deadlines and priorities. These must be planned for, where possible, and pressure points identified in order to meet numerous deadlines. Where necessary the post holder must plan ahead and arrange for next actions on each project whether it is an enforcement investigation or change to the established working processes across the County planning team and negotiate and schedule involvement from other agencies over periods covering many months.

What level of supervision is this post subject to? **UNCHANGED**

The post holder is responsible for the day to day management of their responsibilities with very little input required from the Business Manager. The post holder is also responsible for identifying any issues which arise in the service areas that they are responsible for that may have implications for the wider team or service, which need to be raised in a timely manner with the Business Manager.

The post holder is also responsible for the day to day management of complex enforcement investigations, scheduling and overseeing monitoring duties and the financial income from that team, as well as handling complex and technical legal negotiations where supervision is only required when there are sensitive political, reputational or financial implications.

The post holder is required to make professional recommendations to operators, land owners, agents and internal and external officers and agenices and is expected to investigate and pursue planning enforcement issues through to successful and timely resolution, the detail of which is not subject to supervision. Professional responsibility is taken for day to day decisions in relation to the post holder’s own case work and the provision of advice, guidance and enforcement management for the team.

Whilst some recommendations for formal enforcement action are agreed by the Business Manager and signed off by the Joint Interim Assistant Director, the post holder has delegated authority to authorise the service of legal notices for information as well as writing and formulating recommendations and providing supporting evidence when more senior approval is required. The formal reports and any resulting notices are released externally to the Planning Inspectorate and the Courts in the case of appeals or legal action.

The post holder is required to represent the Council for example at public meetings, at public enquiries, at Court, at external meetings, with business managers and with other corporate bodies. The work involves direct contact with elected members and providing solutions to any issues arising within the post holder’s or the team’s caseload without consultation with other staff.

What type of priorities is the post holder able to set themselves?

The post holder sets their own priorities e.g. in the context of ensuring the delivery of objectives outlined for their areas of work by the service plan. They must be aware of all work streams across their own areas, as well as those of other Council teams and services. They must also, where possible, plan and prepare for any upcoming challenges and changes that will need to be reviewed, processed, designed, planned and implemented, e.g. in relation paper and electronic filing, file retention policies and finance needs in order to effectively manage all workloads and priorities.

What kind of systems, procedures or ‘rules’ are set around the job? **UNCHANGED**

The post holder operates within the land use planning system, governed by national and European legislation, as incorporated into UK regulations and planning policy guidelines.

The post holder must have general knowledge of the requirements of other legislation such as statutory nuisance, legislation affecting the working of mines and quarries and the disposal of waste.

In addition to being able to work in line with national and European legislation relating to planning, the post holder will need to be familiar with and be able to comply with and explain to others the legislation that governs investigations, evidence gathering and the preparation of appeal work and prosecution files. Examples of the legislation are: Town and Country Planning Act 1990, National Planning Practice Guidance, Regulation of Investigatory Powers Act, Police and Criminal Evidence Act 1984, Criminal Procedures and Investigations Act 1996, Local Enforcement Plan and Proceeds of Crime Act 2012.

The post holder will also need to understand and design information storage and handling processes that operate within the legislation governing the collection, retention, handling and release of data and information in line with the Freedom of Information Act, Environmental Information Regulations and General Data Protection Regulations.

The post holder must be able to operate within the requirements of the employment law legislation carrying out line management duties and the Council’s policies and procedures relating to staffing matters and behaviours.

**Problems encountered**

What types of problems are encountered in this job and what steps would you expect the post holder to take to find the solution (give 2 examples).

Enforcement issues - Land at Black Bank, Little Downham

The investigation into the alleged importation of waste onto agricultural land without the necessary planning permission was complex and contentious owing to the history with the site and the land owner stretching back to at least 2006. The problems faced by the post holder included: a previous investigation into the activities of the land owner on another piece of land that had resulted in the land owner believing that the council was acting improperly and invading his human rights; a previous investigation into this piece of land that had resulted in allegations of assault against an officer and repeated letters of complaint of harassment and Freedom of Information requests being submitted to the Council and responding to each of these took up a significant amount of time; the land owner was obstructive and consistenly refused to co-operate with County officers and did not recognise the authority of the Council to investigate waste matters; and the complainant was an elected member who requested meetings with senior management and had expectations of the actions that should be followed before a breach of planning control had been established.

The post holder would be expected to use highly developed influencing and negotiating skills to try to build a rapport with the land owner in order to gain information and evidence and try to agree access to the land. The post holder would need to be able to explain complex legislation and how it relates to the jurisdiction of other agencies both in writing (using plain English) and on site. It would be vital to keep accurate records of all correspondence and communications demonstrating that the Council had properly explained their legal powers and been reasonable and proportionate in seeking to investigate the allegations. The post holder would also need to apply the correct planning legislation and procedures to gain evidence via the service of formal notices and then seek a warrant to enter the land from the Magistrates Court. The elected member and senior management would need to be updated at key stages of the investigation and the post holder would need to manage expectations relating to what action could and would be taken and the likely timescales for these. The post holder would need to assess the results of the investigation, present and defend recommendations for further action and liaise with LGSS Law and external Counsel where necessary before implementing them in line with agreed standards and legal constraints.

A14 Borrowpit restoration

The post holder would have had to consult the relevant technical consultees, Chair and Vic Chair of EG&I Committee and Parish Councils on the proposed resotrtion of the A14 borrowpits by Highways England (HA) and interpret whether what was provided in the plans agreed with what had been proposed. Once all the information and responses had been submitted the postholder would need to and then collate a formal response for sign off from the Executive Director. Planning legislation allows for chargeable montoring visits to be made to mineral extraction and restoration sites but HA disputed this so the posthodler would need to refer to the legislation and the Development Consent Order for the works and then create a briefing note for legal services to seek guidance on the fee but also whether monitoring visits can be insisted upon and what, if any, right of appeal there would be to the Secretary of State. The post holder would need to advise management on the appeal process and any legal, financial or reputation issues for the Council.

At what point does the post holder escalate a problem to a more senior employee?

The post holder would only escalate matters to seniors if there was a problem with service delivery implications or serious financial, political or personnel issues that needed to be brought to their attention. At this stage it is expected that the post holder would have clearly identified any implications arising, as well as coming forward with potential options and / or solutions for discussion with the Business Manager.

**Decision making**

|  |  |
| --- | --- |
| Does the post holder makes a decision based on | a set process to resolve the problem  Yes: the enforcement and monitoring function operates within set processes based on legislative provisions, the resolution of issues may involve initiating formal enforcement action in line with the relevant legislation. |
| a solution based on their past experience  Yes, the post holder is expected to bring a broad range of experience to the job; and therefore will have encountered some issues previously from which they can draw on to resolve current matters and seek more information to determine the extent of the problem.  Yes, the post holder will be expected to have explored the depth of the problem and different scenarios for solution before proceeding. |
| use creative thinking to develop new concepts  Yes, there will be instances where new concepts may be required in order to resolve problems. The post now requires the design of new processes to take account of new circumstances in accommodation, legislation and technololgy. The post holder will be expected to be innovative in this respect and to identify a way forward. |

Please give an example to illustrate the approach to decision making specified above.

It is expected that the postholder will use all of these approaches to decision making and they have been demonstrated in the examples given above and below

**Freedom to act**

Please give two examples of areas that the post holder has discretion over.

Enforcement issues - Land at Black Bank, Little Downham

Further to the details given in the above example regarding finding a solution, further work on this issue would require the post holder to prepare formal legal statements and supporting evidence (dating back to 2006) to present at Court and then attend, give evidence and be cross examined in Court. The Court process required that the post holder could work with external Counsel to agree a negotiated formal, legal solution during the formal Court proceedings which would satisfy the defendants, the High Court judge and the expectations of members and Senior management, without access to advice and support from LGSS Law or any management steer.

Scanning and file retention

With the introduction of the General Data Protection Regulations (GDPR) and the planned move away from paper planning records there is a need to modernise ways of working, and the post holder has been tasked with leading the project to ensure that the files are electronically scanned and are saved, ordered and named appropriately so that they are readily and easily accessible but do not retain information for longer than is necessary.

The post holder is responsible for this project which includes the successful implementation of a file retention scheme / policy which meets GDPR and best practice whilst allowing officers to have the necessary access to files and historic information which informs the planning decision making process and the effecticve monitoring and enforcement of planning consents. The need to ensure that the naming of the scanned documents will also be part of the project and individuals within the team have a variety of views on this which will need to be collated, assessed and taken into account in the project plans. Each of these issues are at the discretion of the post holder who will use their skills and experience to design and adapt the details to meet the needs of the team, subject to practicalities, timescales, legal review and input.

Going forward, the policies will be publicly available and the post holder will be responsible for disseminating the information to the wider team, to ensure the project is successful in both the short and long term, this will include the design, scheduling, managing and maintenance of a formal checking and review the implementation and storage going forward.

The scanning project requires both short and long term planning, management and review. The post holder will need to agree and maintain the accuracy of an effective file naming procedure and schedule tasks to create the systems and procedures to ensure that an accurate and adequate record of County Planning Applications is maintained and ensure that retention is not beyond what is necessary or legally allowed whilst taking into account financial and resource implications.

**Impact**

Financial impacts of the role

|  |  |  |
| --- | --- | --- |
| Financial measure (e.g. income, expenditure, capital budget) | Amount (£) | Role (Direct control, joint control, advisory/influencing role) |
| Income from planning applications | £295,469 | Joint / direct |
| Budget for new planning database | £154,100 | Direct |
| Income from Enforcement and Monitoring | £24,000 | Direct |

Statistical Information

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| Is there any statistical information that can add to the understanding of the job? E.g. it is useful to know whether a Payroll Officer deals with is 50 or 50,000 payslips. |

**Physical effort and/or strain**

Describe whether the job requires physical effort and/or strain more than is normally experienced in a routine office environment

Investigation, monitoring and enforcement visits require extensive travel around the whole of the County, the post holder needs to organise these visits and travel to them and attend sites alone in most cases.

Mineral and waste enforcement and monitoring site visits require the post holder to transport and then wear full Personal Protectve Equipment (PPE) and risk assessments for such visits are in place.

Visits can involve walking around large sites for up to three hours. The post holder may visit more than one site in one day.

Sites require the post holder to be able to climb slopes and embankments and all visits can often involve walking across uneven ground and working near or around water, in full PPE and taking notes and photographs at the same time.

Manual handling of large files and boxes of files.

**Working environment**

Does the job require working outdoors, or being exposed to objectionable, uncomfortable or unfavourable working conditions?

Yes, as detailed above and below.

Site visits may need to be undertaken in extreme weather conditions (e.g. very hot or very cold, wet and windy etc.), they may be more than an hours drive away and only accessible using roads which have either poor or no surfacing and then need to be conducted wearing full PPE.

If non compliances are noted during such a visit, the post holder may need to explain complex legal issues on the site and give the operator bad news about their plans or activites which can result in the post holder needing to be able to diffuse tense situations whilst being mindful of their health, safety and wellbeing.

**Declarations**

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| --- |
| **All roles – Manager** |
| JDQ completed by:  By submitting this JDQ to panel I confirm that the relevant Director/Assistant Director has given consent for this post to be evaluated/re-evaluated.  Signed: Date:  Print name: |

|  |
| --- |
| **Re-evaluations only – Current Post Holder** |
| Current post holder – by signing this form I confirm that I have been involved in completing the JDQ and confirm that it is an accurate reflection of my current role.  Signed: Date:  Print name: |

HR Advisory - Prior to submitting the job to panel please provide the Hay Lines of this posts Line Manager and Direct Reports.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job title** | **Hay Line** | | | **Score** |
| **Know How** | **Problem Solving** | **Accountability** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

HR Advisory - Advice given to the manager

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| --- |
| Use this section to record any relevant background information and advice that you have given to the manager. |