

Appeals and Compliance Manager

Department: Infrastructure, Housing and Environment

Division: Regulation

Reports to: Head of Development and Land

JE reference: IHE1017

Grade: CS13

JE Date: 24/6/2021

Job purpose

Lead on the compilation and presentation of the Minister's evidence on all planning appeals, either as written statements, at Public Hearings, Tribunal or Complaints Board acting as an expert witness. Maintain an expert understanding of the relevant Laws, Orders and precedents alongside other important policies, environmental, social and economic factors to ensure that well balanced planning decisions are not overturned. Direct and oversee the Planning, Land and Habitat compliance function through a specialised team of Compliance Officers, providing expert advice and guidance and contributing towards their professional development. Acting as an expert witness in prosecution cases in Court or Public Inquiry.

Job specific outcomes

Represent the Directorate by preparing and submitting written statements as requested upon appeal, setting out the Minister's case to the independent Planning Inspector (appointed by the Greffe) and providing a timely response to comments made.

Work with Officers from within Planning Applications to compile and analyse all the necessary evidence (e.g. the Minister's decisions, Planning Officers' reports, and minutes from relevant meetings) in preparation of presenting information in any necessary hearings chaired by the independent inspector.

Direct and oversee the Planning, Land and Habitat Compliance function that deal with alleged breaches of legislation, providing expert advice and guidance to contribute towards their professional development and meet and develop performance targets as identified in the Directorate's business plan.

Maintain expert understanding of the relevant Laws, Orders and precedents set through previous cases. Liaising with other relevant experts within the Regulation directorate, Natural Environment and the Law Officer's Department to help inform statements for appeal or, in the case of compliance, an appropriate course of action.

Conduct site visits for the more complex, large scale or contentious cases. Recording all features of importance in compliance cases or for affidavits in the case of appeals, illustrative of evidence based professional assessment.

Direct and oversee criminal investigations into alleged breaches of Law, ensuring legal action is pursued where necessary to enforce the law and promote Island wide compliance. Sign off case

files / the recommendations of Compliance Officers for the most complex or contentious prosecution cases for consideration by the Attorney General. These must withhold scrutiny and meet Legal Adviser standards, where this may have the potential to form the basis of a prosecution. Acting as an expert witness in prosecution cases in Court or Public Inquiry..

Encourage a culture of continual improvement, by proactively engaging and contributing to procedural reviews led by the Head of Regulatory Improvement to ensure the continual improvement of services, in terms of efficiency and performance to optimise customer experience. Including contributing to the development of internal policy guidance on issues as they occur, liaising with colleagues in Strategic Planning, Policy and Performance to improve consistency.

Ensuring all key stakeholders are kept apprised of any decision at appeal or from compliance cases. Presenting case summaries to other Senior Managers, the Head of Development and Land and the Minister as required.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Services

- Appeals and Compliance

Organisational structure

TBC

Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Level 7 qualification equivalent to a relevant degree (e.g. Law, Planning, Policing and Criminal Justice) plus a relevant Masters degree</p> <p>Chartered Membership of the Royal Town Planning Institute (RTPI)</p> <p>Management qualification</p>	<p>Membership of the Institute of Historic Building Conservation</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Demonstrable continued professional development, to maintain knowledge of best practice</p> <p>Knowledge and understanding of relevant legislation and policy and the ability to apply these and explain to others.</p> <p>Economic forces and the political sensitivity of planning issues</p> <p>The Government Financial Directives</p>	<p>Knowledge of:</p> <p>The activity of Government and Court Processes</p> <p>The Infrastructure, Housing and Environment priorities, key objectives, risks and issues relevant to the department division and the role</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Computer literate with ability to operate the Microsoft Office package</p> <p>Ability to read and assess drawings and other complex technical data.</p>	<p>Driving licence for car (Group B)</p>
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Problem solving, negotiation and influencing skills. With proven ability to handle and interpret a range of information from a variety of sources</p> <p>Confident decision-maker</p>	

	<p>Ability to develop innovative approaches to service delivery</p> <p>Ability to lead, motivate and manage teams to facilitate achievement of high delivery and performance and manage poor behaviour.</p> <p>Strong relationship building skills</p> <p>Ability to present effectively, both verbally and in writing</p> <p>Ability to produce written materials (e.g. letters, reports, discussion papers, proposals) to a high level for presentation</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Significant experience, including experience working with legislation / referral of matters for prosecution.</p> <p>A proven ability to analyse complex legal arguments and the ability to apply these and explain to others.</p> <p>Management of a team and budgets</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 4 core accountabilities, attributes and behaviour indicators.

Organisation chart

ONE GOVERNMENT DEPARTMENTS

