

Compliance Officer (Land and Habitat)

Department: Infrastructure, Housing and Environment

Division: Regulation

Reports to: Compliance and Land Manager

JE reference: IHE1018

Grade: 10

Job purpose

Primarily responsible for investigating alleged breaches of planning legislation. Undertaking site inspections and pursuing formal action where required. Where legal action in planning or other related regulatory areas are pursued (e.g. building standards, land and habitat) responsible for preparing prosecution case files for consideration by the Attorney General to enforce the law and promote Island wide compliance.

Job specific outcomes

Deal with alleged breaches of legislation, liaising with complainants and site owners to seek a resolution to the alleged breach.

Maintain a sound knowledge of the relevant Laws and Orders to understand the potential breaches that may have occurred, liaising with other relevant experts within the Regulation directorate and the Law Officer's Department to make recommendations on the action required.

Undertake site inspections on private land, occasionally in dangerous conditions and unsocial hours to assess whether a breach has taken place and the necessary action.

Gather and catalogue any evidence, which may include conducting interviews under Caution, to produce formal reports for endorsement by the Compliance and Land Manager. Presenting case summaries to the Compliance and Land Manager as and when required.

Explore whether it is possible or if there have been attempts to take any remedial actions to resolve the alleged breach to establish whether to pursue formal action.

Monitor compliance with proposed remedial actions and seek enforcement action where this is not taken to ensure land is developed appropriately and safely.

Where further action is pursued, prepare and serve Enforcement Notice and prepare papers for referral to the Attorney General. These must withstand scrutiny and meet Legal Adviser standards, where this may have the potential to form the basis of a prosecution.

Present evidence on prosecution cases as an expert witness in Court, Public Inquiry and at appeal.

Provide legal and / or detailed information to key stakeholders in writing or in person on compliance issues liaising with Legal Advisers as necessary. Ensuring all key stakeholders are kept apprised of any decision to take action or not.

Statutory responsibilities

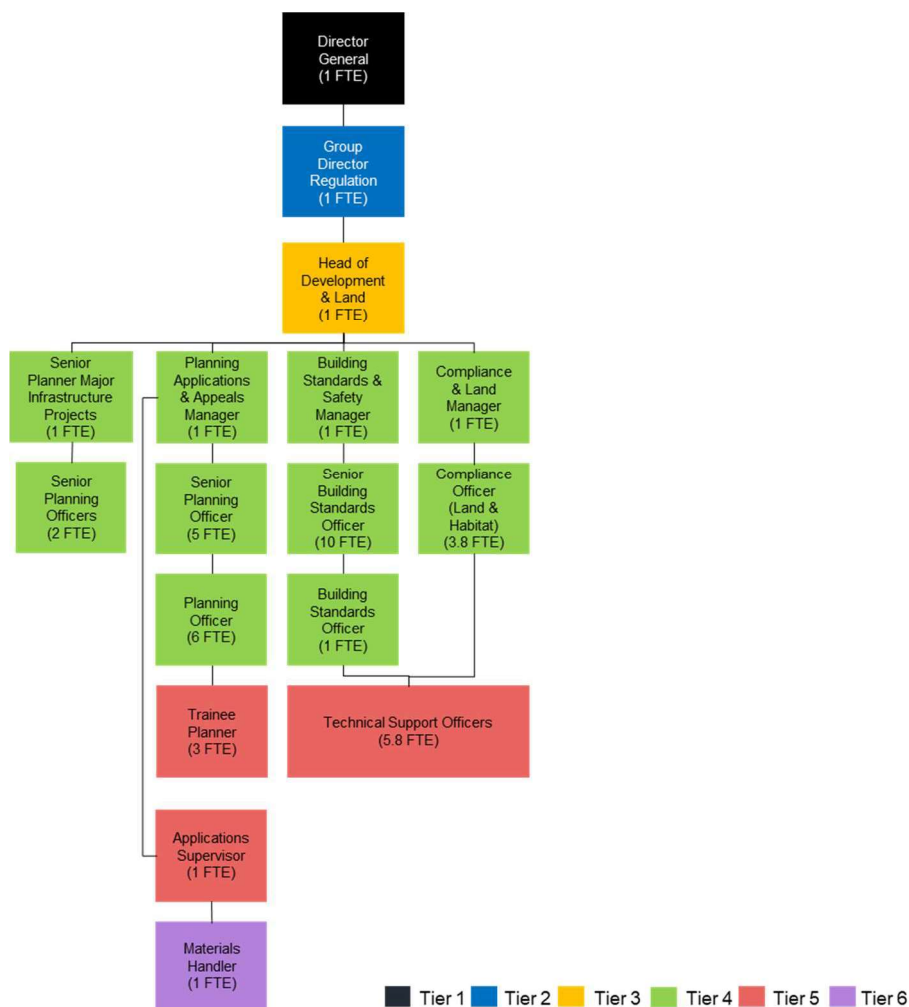
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

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

- Compliance Land and Habitat

Organisational structure



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>Degree qualification or equivalent in a relevant discipline (e.g. Law, Planning, Policing and Criminal Justice, Surveying)</p>	<p>Training in investigative, techniques and preparation for prosecution</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>Knowledge and understanding of relevant legislation, policy and practice</p> <p>Some knowledge of planning theory, and the political, socio-economic factors</p>	<p>Knowledge of:</p> <p>The activity of Government and Court processes</p> <p>The Growth, 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 work read and understand technical drawings and 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</p> <p>Confident decision-maker</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>Experience of working with legislation, analysing complex legal arguments and summarising these to others.</p> <p>Experience of investigation and interviewing techniques.</p>	
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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

