



JOB DESCRIPTION

This form summarises the purpose of the job and lists its key tasks. It may be varied from time to time at the discretion of the Authority, in consultation with the postholder.

Job title	Planning Enforcement Officer / Senior Planning Enforcement Officer
Reports to	Planning Enforcement Team Leader
Team	Development Management and Enforcement
Grade	Career Grade 7 - 8
Last updated	Jan 2024

Job Summary

To assist in the effectively delivery of the service's planning enforcement functions, specifically managing a workload of enforcement cases, ensuring robust and timely enforcement investigations and associated decision making in accordance with the Council's Planning Enforcement Plan and local and national planning policy, guidance and legislation. To make a significant contribution to a service that is responsive to customer needs, works in a way that is proactive, and seeks continuous improvement.

Key Tasks

Operational Responsibilities

- To ensure the efficient, effective and timely consideration of enforcement cases in accordance with the Council's Planning Enforcement Plan and national and local planning policy, guidance and legislation. x
- To ensure the timely preparation of high quality written reports and documentation including Enforcement Notices, Breach of Condition Notices, Stop Notices, Appeal Statements and other reports for consideration in accordance with the Council's schedule of delegation.
- Undertake regular site visits (often at short notice and on occasion during unsociable hours when necessary and required) to accurately evaluate possible breaches of planning.
- To maintain an up-to-date knowledge of relevant planning legislation, national and regional policy and how this should be applied in practice.
- To work constructively and proactively with internal colleagues within the wider Planning Service and Council as well as external partners where relevant to ensure that enforcement matters are appropriately investigated and considered.

- To ensure the Council's decisions on enforcement related matters are robust and can be defended at appeal and in the courts.
- Able to use of range of IT management systems
- Ensure responsibilities stated above are delivered to prescribed service performance targets.
- To display the council's values and behaviours and ensure a high-quality, responsive service is provided to our customers
- Work as part of a team to ensure service objectives are met and an effective service to customers in delivered.

Management / Supervisory / Team Working Responsibilities

- Work as part of a team to ensure service objectives are met and an effective service to customers in delivered.

Communication & Contacts

- Ability to understand and articulate planning enforcement issues to a varied audience with different levels of technical understanding through a range of mediums and in a positive and proactive way.
- Take responsibility for responding to enquiries in a timely and efficient way to prescribed deadlines where required
- Ability to communicate calmly, accurately and professionally with members of the public
- Display the values and behaviours of the Council in all contacts, ensuring the delivery of a high quality and respected service. Contacts should be dealt with proactively, seeking to maximise the benefits that can be delivered by the service in co-operation with customers
- Be able to operate as a team, supporting other team members to deliver an effective service to customers
- Engage fully and proactively with the Councils employment development and learning and management programmes, including the Performance Development Review (PDR) process or any future replacement of it. Take part in regular meetings with managers as relevant to ensure that performance and service delivery standards are established, understood and met.

Service Delivery

- To ensure that all work is delivered in accordance with the service standards as set out in the Planning Enforcement Plan
- Attend regular meetings with managers and colleagues as relevant to ensure that performance and service delivery standards are established, understood and met
- Ensure established standards of customer care are maintained
- Attend training courses relevant to post to assist in service delivery of the highest standard
- Possess a current driving licence and provide a suitable vehicle for use at work.
- On occasion be able available to investigate alleged breaches of planning control and undertake site visits outside of normal working hours

Senior Planning Enforcement Officer (Grade 8)

Able to demonstrate experience of the following in addition to the criteria above:

- Significant experience working as a planning enforcement officer
- Responsible for a mixed work load of more complex enforcement cases. Ability to negotiate, seek solutions and determine the most appropriate course of action in relation to planning breaches and formulate recommendations to the Planning Enforcement Team leader and Service area manager
- Deputising and providing support to the Enforcement Team Leader as required
- Ability to analyse performance outputs and implement service improvements
- To take a lead role on progressing enforcement appeals including preparing written statements and representing the Council at Hearings and Inquiries, ensuring that the views of the Council are properly and robustly represented.
- To work alongside the Council's Legal service to progress court proceedings ensuring that the views of the Council are properly and robustly represented.
- To provide expert advice and briefings to elected members and senior leadership officers on enforcement related matters as required
- To mentor less experienced members of the team, providing professional guidance and support as required



PERSON SPECIFICATION

This form summarises the purpose of the job and lists its key tasks. It may be varied from time to time at the discretion of the Authority, in consultation with the postholder.

Job title	Planning Officer / Senior Planning Officer			
Reports to	Planning	Enforcement	Team	Leader
Team	Development Management and Enforcement			
Grade	Grade 7-8			
Last updated	Jan 2024			

We want the postholder to be able to demonstrate the following competencies to a high level and want to use these to the full in their work. This is more important than having a great deal of direct experience of the job content, and we will be looking for evidence of all the following key competencies during the selection process, if you are shortlisted.

- Personal effectiveness
- Proactive
- Managing relationships
- Communication
- Customer focus
- Commercial focus*

Key Criteria

Qualifications and Experience

- Experience of working in a town planning or planning enforcement environment, managing a mixed work load of planning enforcement cases or planning applications

Specialist Knowledge and Job Requirements

- Understanding of the administrative and legal procedures of planning enforcement control in Local Government and ability to apply this in practice
- Detailed and up to date knowledge of the planning policy context within which planning/enforcement decisions are made and an understanding planning legislation, guidance, and case law, particularly in relation Permitted Development
- Experience of making informed and robust decisions, in particular being able to judge and make recommendations on the expediency of taking enforcement action
- Able to use and manipulate complex information and IT databases to retrieve relevant information.
- Able to prepare evidence and represent the Council at enforcement appeals and also work with legal colleagues to progress prosecutions and give evidence in court

- Able to prepare delegated reports recommending the commencement of formal enforcement action

Skills and Abilities

- Excellent time management skills and ability to work effectively in a fast paced environment and prioritise work tasks effectively
- Ability to analyse and translate planning policy and legislation to arrive at robust decisions and achieve high quality outputs.
- Ability to negotiate, listen, question and reason
- Ability to work effectively in a team and understand value of own role in contributing to the wider service delivery picture
- Logical thinker with attention to detail and the ability to analyse and weigh issues under pressure
- Ability to assimilate, understand and articulate issues rapidly in a range of situations and to a range of audiences.

Communication

- Ability to express concepts, facts and arguments clearly and accurately both verbally and in writing.
- Political awareness and ability to understand the needs of the audience and tailor communications accordingly.
- A positive and proactive approach to all customers and colleagues
- Ability to work well within a multi-disciplinary team environment, acknowledging, understanding and drawing on others expertise and skills to ensure service requirements are met and high quality outcomes
- Actively participate and share ideas and information at team meetings, in 1:1s and other forums.

Other

- The post holder will be required to visit and inspect land and development sites within the district
- The post holder will require a current valid driving licence
- On occasion the post holder will be required to undertake work and site visits outside of normal work hours and/ or at unsociable hours
- The council is committed to safeguarding and promoting the welfare of all its residents specifically children and vulnerable adults. The council expects all its staff to have an understanding of Safeguarding and to share this commitment.

Senior Planning Enforcement Officer - Career Grade 8

Qualifications and Experience

- Significant experience of working in a town planning or planning enforcement environment involving processing and managing a mixed work load enforcement cases, including complex and highly sensitive cases, enforcement appeals and assisting with court proceedings
- Experience of supervising or mentoring more junior members of the team, providing technical guidance and support as required.
- Experience of contributing to and implementing service improvements

Specialist Knowledge and Job Requirements

- Detailed understanding of the administrative and legal procedures of planning enforcement control in Local Government and ability to apply this in practice
- Detailed and up to date knowledge of the planning policy context within which planning/enforcement decisions are made and an understanding planning legislation, guidance, and case law, particularly in relation Permitted Development
- Experience of making informed and robust decisions, in particular being able to judge and make recommendations on the expediency of taking enforcement action
- Able to use and manipulate complex information and IT databases to retrieve relevant information.
- Able to prepare evidence and represent the Council at enforcement appeals and also work with legal colleagues to progress prosecutions and give evidence in court
- Able to assist with member enquiries, customer complaints and public briefings/meetings on enforcement related matters.
- Able to prepare detailed delegated reports for complex cases recommending the commencement of formal enforcement action

Skills and Abilities

- Excellent time management skills and ability to work effectively in a fast paced environment and prioritise work tasks effectively
- Ability to think independently and analyse and translate planning policy and legislation to arrive at robust decisions and achieve high quality outputs.
- Ability to negotiate, listen, question and reason
- Ability to work effectively in a team and understand value of own role in contributing to the wider service delivery picture
- Logical thinker with attention to detail and the ability to analyse and weigh complex issues under pressure
- Ability to assimilate, understand and articulate issues rapidly in a range of situations and to a range of audiences.

Communication

- Ability to express concepts, facts and arguments clearly and accurately both verbally and in writing.
- Political awareness and ability to understand the needs of the audience and tailor communications accordingly.
- A positive and proactive approach to all customers and colleagues

- Ability to work well within a multi-disciplinary team environment, acknowledging, understanding and drawing on others expertise and skills to ensure service requirements are met and high quality outcomes
- Actively participate and share ideas and information at team meetings, in 1:1s and other forums.

- Be able to provide clear and professional guidance/instructions to less experienced members of the team.

Other

- The post holder will be required to visit and inspect land and development sites within the district
- The post holder will require a current valid driving licence
- On occasion the post holder will be required to undertake work and site visits outside of normal work hours and/ or at unsociable hours
- On occasion the post holder will be required to deputise for the Enforcement Team Leader.
- Have a commitment to professional development, training and learning.
- The council is committed to safeguarding and promoting the welfare of all its residents specifically children and vulnerable adults. The council expects all its staff to have an understanding of Safeguarding and to share this commitment