|  |  |
| --- | --- |
| **Career Grade Planning Enforcement Officer** | A logo with blue text  Description automatically generated |

**Job Description**

|  |  |
| --- | --- |
| **1. POST DETAILS** | |
| Business Centre: | Planning, Economy & Built Environment |
| Division: | Planning |
| Post Numbers: | FO122 (B?), F0124, FO126, FO128, |
| Working Hours: | 37 |
| Grade: | 8-MMA |
| General Appointment ranges | Planning Enforcement Officer – 8/9  Senior Planning Enforcement Officer – 10 & MMA |
| Hybrid Working: | Yes, By agreement of Corporate Head of Service |
| Work Base: | Civic Centre, Addlestone |

|  |  |
| --- | --- |
| **2. ORGANISATIONAL RELATIONSHIPS** | |
| Reports to: | Assistant Development Manager (Enforcement & Trees) |

|  |
| --- |
| **3. JOB PURPOSE** |
| To be responsible to and assist the CHPEBE/Development Manager with the enforcement aspects of the Authority’s planning function. |
| **4. OBJECTIVES** |
| To assist with the delivery of the Council’s Planning Enforcement Service on all matters relating to the Planning Enforcement and in accordance with the Council’s Enforcement Charter, Government guidance and legislation.  To deal with a varied caseload of enforcement cases, ensuring the Council achieves positive planning outcomes, ensuring planning legislation and policy is adhered to, and that successful enforcement can effectively assist in safeguarding the local environment in a timely fashion. |

|  |
| --- |
| **5. MAIN DUTIES OF THE POST** |
| **All levels/Grades:**   1. To efficiently investigate and resolve a wide range of planning, advertisement, listed building and tree enforcement enquiries and complaints to aid the delivery of the Planning Enforcement service and to ensure the service provided by the Council is in accordance with statutory, national and local requirements. 2. To undertake thorough assessments to establish if a breach of planning control or an offence has occurred, through desk-based research and site inspections. To record such investigations and findings and make recommendations to take or not to take action, or to negotiate outcomes to resolve a breach or to mitigate any planning harm identified, in discussion with their line manager and other senior officers within the Council. 3. To be a case officer for the Council on planning enforcement investigations and prosecutions relating to all planning, advertisement, conservation area, listed building and tree infringements and contraventions working with other professional experts. 4. To draft, prepare and serve formal notices under the lead of the Assistant Development Manager (Enforcement & Trees) or Development Manager. 5. To represent the Council where appropriate in a professional manner which safeguards the reputation of the Council; promoting a positive perception of the service and developing a culture of providing excellent customer care to all service users; 6. To establish and maintain credible and effective working relationships, both internally and with external organisations. 7. Represent the Planning Service in appeals, with enforcement witness statements, legal action, and court cases as they affect all planning enforcement matters relating to planning, advertisement, conservation, listed building and tree infringements/contraventions/offences. 8. To act as the Planning Service representative at external meetings or other committees in connection with the duties of the post. 9. To check planning conditions attached to planning permissions to secure compliance and to enforce as appropriate. 10. To respond to Freedom of Information requests, write policy and procedures related to Planning Enforcement and to ensure that the enforcement area of the website is up to date including the scanning and provision online of all Enforcement Notices. 11. To carry out duties and taking part in project work to develop and implement the aims, objectives and priorities of the Business Plan for the Development Management and Building Control Business Unit. 12. To assist with the development and training of newer and less experienced members of the Planning Enforcement Team. 13. Any other duties appropriate to the position to be deemed necessary by the managers within the Planning Service   **Planning Enforcement Officer – Grade 8 level:**  You will be educated to degree level, ideally in a field related to Town Planning or Geography.  OR  You will have at least 1 years' experience in a planning or a related/transferable context and demonstrate aptitude for and a commitment to a career in planning/Planning Enforcement.  You will be operating with a high level of direction, guidance and supervision by Assistant Development Manager (Enforcement and Trees) or another appropriate Senior Officer.  You will be dealing with more elementary enforcement cases and investigations as example tasks.  You will have to use your developing planning negotiation and influencing skills.  **Planning Enforcement Officer - Grade 9 level:**  You will have at least 2 years’ experience in planning enforcement investigations.  OR  Significant equivalent other experience in planning or a related field, that satisfies the Head of Service that you have the skills and aptitude to perform at this level.  You will be operating with a medium level of direction, guidance and supervision and assistance on work planning and organisation by Assistant Development Manager (Enforcement and Trees) or another appropriate Senior Officer.  You will be dealing with enforcement investigations of a moderate complexity as example tasks.  Ideally you will be pursuing a qualification or accreditation.  You will be operating a moderate level of negotiation and influencing skills with occasional support from your supervisor.  **Senior Planning Enforcement Officer – Grade 10 Level:**  You will have least the equivalent of 3-4 years’ experience in planning investigations and demonstrable ability and aptitude to handle a case load of medium to complex difficulty.  OR  Significant equivalent experience in planning, that satisfies the Head of Service that you have the skills and aptitude to perform at Senior Planning Enforcement Officer level.  You will be operating with lower level/minimal direction, guidance and supervision and assistance on work planning and organisation by the Assistant Development Manager (Enforcement & Trees) or other appropriate Senior Officer.  You will need to be able to demonstrate aptitude and skills to deal with senior level work. You will normally be dealing with:  • Investigating and producing recommendations for a mix of cases including more complex cases.  • Presenting evidence at planning inquiries/hearings/Court  • Analysing Government changes to development management, enforcement and related procedures and policies  You will be operating your investigation, negotiation and influencing skills independently. You will be confident defending your recommendations at appeal, to stakeholders of in court. You will appear for the Council at Informal Hearings and potentially less complex planning inquiries.  You will be expected to pursue relevant continuous professional development.  You will need to deal with and understand a range of complex and technical planning matters, in a high-pressured, front-facing role where the skills needed to successfully deal with your case load will be required on a long-term, permanent basis. Using your own judgement, you will need to interpret and take a view on the issues raised and form a well-reasoned and justified recommendation (in the form of a case officer enforcement report), that is a lawful planning decision and does not leave the Council at risk of a legal challenge. You will need to have the ability to convey complex and interrelated technical planning matters to our customers in simple terms.  **Senior Enforcement Officer- MMA Level:**  You will be able to demonstrate considerable experience in dealing with complex planning Planning Enforcement Investigations. Ideally you will have a broad experience of a wide array of case types and experience defending such recommendations at appeal or in court. Generally, this would be expected to be at least equivalent of at least five years of experience of Enforcement Experience (or be able to demonstrate significant experience and skills in related planning fields, that satisfies the Head of Service that you have the skills and aptitude to perform at MMA Senior Planning Enforcement Officer level.)  You will be able to provide evidence of continuous professional development. Membership of Professional body e.g. RTPI/NAPE highly desirable; or significant other experience.  You will be expected to pursue relevant continuous professional development.  You will have the skills and aptitude to manage a wide range of planning Enforcement Investigations including significant and high profile cases. You will be able to ensure that cases are effectively managed, and that relevant Council staff, members and stakeholders are kept effectively up to date with progress, whilst exercising a high degree of autonomy, with support from your manager.  You will deal with all types of appeal work including giving lead evidence at planning Public Inquiries.  You will have the skills to mentoring and assist with the development of more junior staff as required.  You will need to have the ability to convey complex and interrelated technical planning matters to a wide array of stake holders including members and customers.  **Other General Duties (all levels):**   * To be able to react to and participate in the Borough’s response to emergencies, civil or environmental demands * Any other duties and responsibilities that may be reasonably allocated from time to time as necessary   ***The above is a record of the main duties and responsibilities of this post at a given date. As necessary, following consultation, duties may change from time to time to meet the requirements of the service.*** |

|  |
| --- |
| **Criteria for Progression**   * Progression through the career grade will require the postholder to demonstrate a proven ability to fulfil the duties listed above and the potential to work to the higher standards demanded by the additional duties described. * Progression is dependent on the needs of the service. Considerations shall be given to the type, amount and level of work available, and the levels of staff at each grade required to meet the service work plan and having the correct balance of role types across the service to meet service need. |

**PERSON SPECIFICATION FOR PLANNING ENFORCEMENT OFFICER (Grade 8/9 Levels)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Essential** | **How**  **assessed** | | **Desirable** | **How**  **assessed** | |  |  |
| **Education & Training** | **A.F** | **Int** |  | **A.F** | **Int** |
|  |  |  |  |  |  |
| Appropriate entry level qualification or experience as set out above | **✓** | **✓** | Qualification in Town and Country Planning/Masters in Town and Country Planning or equivalent  Licentiate/Associate Member of the Royal Town Planning Institute | **✓**  **✓** | **✓**  **✓** |
| **Experience & Knowledge** |  |  |  |  |  |
| Experience of negotiating to bring about a positive outcome  Experience of working in a team  Experience of giving verbal presentations  Experience of producing written reports to a high standard  Experience of carrying out research and presenting findings | **✓**  **✓**  **✓**  **✓**  **✓** | **✓**  **✓**  **✓**  **✓**  **✓** | Experience of working with customers  Some knowledge of planning legislation, national planning policy and guidance  Can read and understand technical drawings/ plans/documents | **✓**  **✓**  **✓** | **✓**  **✓**  **✓** |
| **Personal Qualities/Personality**  Self-motivated and an ability to find suitable solutions to problems whilst remaining calm  Excellent and confident communicator (both verbal and written)  Able to work independently and take initiative and work as part of a team  Has high standards of work and pays high attention to detail  Adapts positively to change | **✓**    **✓**  **✓**  **✓**      **✓** | **✓**  **✓**  **✓**  **✓**  **✓** | Uses initiative to identify service/process improvements | **✓** | **✓** |
| **Skills** | **A.F** | **Int** |  | **A.F** | **Int** |
|  |  |  |  |  |  |
| Ability to listen, resolve issues and handle difficult or contentious situations professionally  Ability to write concisely and effectively  Ability to present information in a logical way to justify an informed view  Ability to manage time effectively and efficiently  Ability to organise and prioritise own workload to meet identified deadlines  Able to keep accurate and organised records  Good numeracy skills  Ability to clearly explain procedures to others e.g. members of the public  Flexible approach to work. Willing to take on new challenges.  Good standard of IT literacy (proficient in Microsoft office) | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  |  |  |
| **Career Objectives** |  |  |  |  |  |
|  |  |  |  |  |  |
| Keen interest in improving the quality of the environment | **✓** | **✓** | Desire to become a full member of the RTPI/Member of NAPE | **✓** | **✓** |
| Desire to develop and progress a career in Planning and Local Government  Willing to undertake the necessary training to ensure continuous improvement in professional development | **✓**  **✓** | **✓**  **✓** |  |  |  |
| **Special Requirements** |  |  |  |  |  |
|  |  |  |  |  |  |
| Prepared and able to attend evening meetings and occasionally other stakeholder events outside normal working hours. | **✓** |  |  |  |  |
| Full Driving licence | **✓** |  |  |  |  |
| Access to a vehicle insured for business use | **✓** |  |  |  |  |

**PERSON SPECIFICATION FOR SENIOR PLANNING ENFORCEMENT OFFICER (Grade 10 LEVEL)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Essential** | **How**  **assessed** | | **Desirable** | **How**  **assessed** | |  |  |
| **Education & Training** | **A.F** | **Int** |  | **A.F** | **Int** |
|  |  |  |  |  |  |
| Appropriate qualification and/or experience as set out above. | **✓** | **✓** | Chartered member of the Royal Town Planning Institute  Member of NAPE or similar | **✓**  **✓** | **✓**  **✓** |
| **Experience & Knowledge** |  |  |  |  |  |
| Experience and ability as set out in line with the grade 10 requirements set out above.  Experience of working in town planning either in local government or a related sector  Up to date and good knowledge of planning legislation, national policy and guidance relating to a range of planning enforcement and development management matters  Experience of negotiating to bring about a positive outcome  Experience of effective working in a team and with a range of stakeholders  Experience of giving verbal presentations  Experience of producing written reports to a high standard  Experience of carrying out research and presenting findings  Experience of communicating courteously and clearly with members of the public and an understanding of customer care | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** | Experience of attending court  Experience at presenting evidence at a planning appeal hearing/public inquiry/Examination in public  Experience briefing members and senior officers on enforcement matters. | **✓**  **✓**  **✓**  **✓**  **✓** | **✓**  **✓**  **✓**  **✓**  **✓** |
| **Personal Qualities/Personality**  Self-motivated and an ability to find suitable solutions to problems whilst remaining calm  Excellent and confident communicator (both verbal and written)  Able to work independently and take initiative  Has high standards of work and pays high attention to detail  Adapts positively to change  Uses initiative to identify service/process improvements | **✓**  **✓**  **✓**  **✓**  **✓** | **✓**  **✓**  **✓**  **✓**  **✓** |  |  |  |
| **Skills** | **A.F** | **Int** |  | **A.F** | **Int** |
|  |  |  |  |  |  |
| Ability to listen resolve issues and handle difficult or contentious situations professionally  Ability to work with limited supervision  Ability to write concisely and effectively  Ability to present information in a logical way to justify an informed view  Ability to manage time effectively and efficiently  Ability to organise and prioritise own workload to meet identified deadlines  Able to keep accurate and organised records  Good numeracy skills  Ability to clearly explain procedures to others e.g. members of the public  Flexible approach to work. Willing to take on new challenges.  Good standard of IT literacy (proficient in Microsoft office) | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  |  |  |
| **Career Objectives** |  |  |  |  |  |
|  |  |  |  |  |  |
| Keen interest in improving the quality of the environment | **✓** | **✓** |  |  |  |
| Desire to develop and progress a career in Planning and Local Government  Willing to undertake the necessary training to ensure continuous improvement in professional development | **✓**  **✓** | **✓**  **✓** | Desire to become a member of the RTPI (if not already) or similar | **✓** | **✓** |
| **Special Requirements** |  |  |  |  |  |
|  |  |  |  |  |  |
| Prepared and able to attend evening meetings and occasionally other stakeholder events outside normal working hours. | **✓** |  |  |  |  |
| Full Driving licence | **✓** |  |  |  |  |
| Access to a vehicle insured for business use | **✓** |  |  |  |  |

**PERSON SPECIFICATION FOR SENIOR PLANNING ENFORCEMENT OFFICER (Grade MMA LEVEL)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Essential** | **How**  **assessed** | | **Desirable** | **How**  **assessed** | |  |  |
| **Education & Training** | **A.F** | **Int** |  | **A.F** | **Int** |
|  |  |  |  |  |  |
| Appropriate qualification and/or experience as set out above. | **✓** | **✓** | Chartered member of the Royal Town Planning Institute or Similar  NAPE membership or similar | **✓**  **✓** | **✓**  **✓** |
| **Experience & Knowledge** |  |  |  |  |  |
| Experience and ability as set out in line with the grade MMA requirements set out above.  Experience of working in town planning either in local government or a related sector.  Good knowledge of planning legislation, national policy and guidance  Experience of presenting at planning committee meetings or briefing senior staff and elected members  Significant experience of negotiating to bring about a positive enforcement outcome  Experience of effective working in a team and with a range of stakeholders  Experience of giving verbal presentations  Experience of producing written reports to a high standard  Experience of carrying out research and presenting findings  Experience of communicating courteously and clearly with members of the public and an understanding of customer care  Experience in leading major planning cases and appeals  Ability to mentor junior staff  Experience at presenting evidence at a planning appeal hearing/public inquiry/Examination in public | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  |  |  |
| **Personal Qualities/Personality**  Self-motivated and an ability to find suitable solutions to problems whilst remaining calm  Excellent and confident communicator (both verbal and written), including when communicating matters of a complex or technical nature  Able to work independently and take initiative and work as part of a team  Has high standards of work and pays high attention to detail  Adapts positively to change  Methodical, with an eye for detail  Approachable as an experienced person that others would be comfortable in talking to  Uses initiative to identify service/process improvements | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  |  |  |
| **Skills** | **A.F** | **Int** |  | **A.F** | **Int** |
|  |  |  |  |  |  |
| Ability to listen resolve issues and handle difficult or contentious situations professionally  Independent thinker with ability to work with very limited supervision  Ability to write concisely and effectively  Ability to present information to express in a logical way to justify an informed view  Ability to manage time effectively and efficiently  Ability to organise and prioritise own workload to meet identified deadlines  Able to keep accurate and organised records  Good numeracy skills  Ability to clearly explain procedures to others e.g. members of the public  Flexible approach to work. Willing to take on new challenges.  Good standard of IT literacy (proficient in Microsoft office) | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  |  |  |
| **Career Objectives** |  |  |  |  |  |
|  |  |  |  |  |  |
| Keen interest in improving the quality of the environment | **✓** | **✓** | Desire to become a member of the RTPI (if not already) or similar | **✓** | **✓** |
| Desire to develop and progress a career in Planning and Local Government  Willing to undertake the necessary training to ensure continuous improvement in professional development | **✓**  **✓** | **✓**  **✓** |  |  |  |
| **Special Requirements** |  |  |  |  |  |
|  |  |  |  |  |  |
| Prepared and able to attend evening meetings and occasionally other stakeholder events outside normal working hours. | **✓** |  |  |  |  |
| Full Driving licence | **✓** |  |  |  |  |
| Access to a vehicle insured for business use | **✓** |  |  |  |  |