



Senior Planning Enforcement Officer

LEVEL:	5
ACCOUNTABLE TO:	Planning Business Manager
SALARY:	£38,626 to £42,708 per annum (pro rata for part time hours) pay award pending
LOCATION:	Totnes/Tavistock/Agile
CONTRACT:	Permanent

Job Purpose

The Senior Planning Enforcement Officer will play a key role in supporting the Business Manager in delivering the Planning Enforcement service to ensure that development takes place across the Councils' areas in a sustainable manner.

The main responsibilities will be to manage, investigate and resolve planning, listed building and tree enforcement inquiries including preparing and serving statutory notices, followed by monitoring compliance with notices, and where necessary will collate and prepare evidence for prosecutions and planning appeals. Conflict resolution inevitably forms a large part of this role and these skills alongside negotiation skills are essential for this role. In accordance with the Local Enforcement Plan, there is an emphasis on engaging with the public and raising awareness of issues with the public before proceeding to any formal action.

This role will work closely with other Officers in the Development Management team as well as internal and external key stakeholders such as elected Members, residents, applicants, agents and developers to establish strong working relationships to enhance service provision.

Role Profile

- Providing specialist advice, guidance and work direction to colleagues on more complex cases when necessary.
- Assessing a range of potential planning breaches through desk-based research and site visits.
- Where necessary, engaging and negotiating a resolution of planning breaches.
- Providing clear and impartial advice and responding to queries from a range of stakeholders including elected Members, residents, applicants, agents and developers.



- Producing and presenting clear and accurate reports articulating clearly both the proposal, the key determining issues and setting out appropriate recommendations.
- Drafting Enforcement Notices, Breach of Condition Notices, Planning Contravention Notices and other statutory notices.
- Monitoring Compliance with statutory notices.
- Dealing with planning appeals (including drafting appeal statement) through written representation.
- Working collaboratively with internal and external stakeholders to establish good working relationships and enhance service provision.
- Dealing efficiently and courteously with all enquiries from all stakeholders in relation to ongoing breaches.

Person Specification

Qualifications

Essential	Desirable
A degree in Planning, other appropriate qualification or equivalent experience including in hearings or public inquiries.	Member of a relevant professional body.
Evidence of continuing professional development.	Project management related qualification e.g. PRINCE2.

Knowledge / Experience

Essential	Desirable
Excellent working knowledge of planning legislation, national planning policy and planning reforms.	Experience of working in a Local Authority.
Experience of a variety of planning work (including appeals and planning enforcement).	Experience of prosecutions and giving evidence at the Magistrates' Court.
	Experience of presenting/explaining issues in formal and public meetings.
	Experience of project management.



Skills / Abilities

Essential	Desirable
Proven experience of building effective working relationships both internally and externally.	Ability to effectively motivate teams and colleagues at all levels to work collaboratively.
Proven experience of utilising strong communication and negotiation skills and dealing with conflicts and difficult situations.	Ability to work with teams across the organisation to improve service provision.
Ability to prioritise, meet deadlines and work effectively under pressure.	
Ability to write accurate reports, statements of evidence clearly explaining the key determining issues, application of sound judgement and final decision/recommendations.	
Proactive approach to work and committed to providing excellent customer service.	
Willingness to share insight and knowledge to support the development of the team.	
Ability to access transport, sometimes at short notice, and travel to sites around the two districts including remote locations.	
Proficient in the use of ICT including Microsoft applications and specialist systems.	

General / Other

Essential	Desirable
All staff must be prepared to have an understanding of (and comply with) the Equal Opportunities, Customer Care and Health and Safety policies.	



General

The list above is not exhaustive, this role profile sets out the duties of the post at the time it was drawn up. Such details may vary from time to time without changing the general character of the duties or the level of responsibility involved.

Safeguarding Children & Adults at Risk

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

Equalities, Diversity & Inclusion

The Council has an Equalities, Diversity and Inclusion policy which outlines its commitment to creating a culture that respects and values each other's differences, promotes dignity, equality, diversity, and inclusion, encourages individuals to develop and maximise their true potential and combats prejudice, discrimination, and harassment.

Staff Code of Conduct

The public, our communities, customers, and colleagues are entitled to expect the highest standards of conduct from all people working for the Councils. The Code of Conduct sets out the general standards of conduct expected of everyone working for the Councils.

Climate Change

Contribute to the Council's corporate objectives in relation to climate change by considering the environmental impact of individual and collective actions, working to reduce resource and energy use, minimise waste, and anticipate and enhance the efficiency of services in response to a changing climate, wherever possible, to help the council reduce its own carbon footprint and that of the district.