

Job Profile

PLANNING INVESTIGATION OFFICER

Overview	
Post No.	EDEV037
Grade	4
Directorate	Planning and Sustainable Economy
Service Area	Development Management
Team	Planning Enforcement and Trees
Reporting to	Team Leader, Planning Enforcement and Trees

The Job
<p>The enforcement of the Council's decisions on planning matters. Investigation of contraventions of planning regulations.</p> <p>To discharge the duties of the post in accordance with the Council's enforcement policy, Development Management Customer Charter and Enforcement Charter.</p> <p>To maintain adequate records to enable the monitoring of progress on all Planning Investigation matters, including use of computerised administration system.</p> <p>To carry out investigations in relation to complaints alleging breaches of planning law and regulations including interviewing members of the public and taking statements from witnesses.</p> <p>To prepare and serve enforcement notices, breach of condition notices, planning contravention notices, S.215 notices, orders and planning summonses by hand as required.</p> <p>To prepare reports and evidence in connection with enforcement procedure or magisterial proceedings.</p> <p>To check planning conditions and enforce compliance with such conditions as required.</p> <p>To deal with unauthorised advertisement signs, fly posting etc.</p> <p>To keep the Team Leader and Head of Development Management advised of difficulties and planning complaints. This will involve assisting the Head of Development Management to consider, investigate and respond to formal complaints in accordance with the Council's procedures.</p> <p>To deal with correspondence effectively and promptly with the general public including site visits, dealing with vulnerable people and challenging situations.</p> <p>Working with all staff to ensure a good working relationship with Members, our customers and other stakeholders and the service is responsive to customer needs.</p> <p>To undertake such other duties as may be reasonably required by the Assistant Director for Planning and Sustainable Economy.</p>

Generic Accountabilities of the Role

Health & Safety

You are required to comply with the Council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the Council's Health and Safety Policy.

Equality & Diversity

You must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.

Learning & Development

You have a personal responsibility for your own learning and development and will maintain up to date records of achievement and attendance as required. You must undertake the learning and training identified as part of your ongoing development, and other relevant training that is identified and agreed with your manager.

Competencies/Behaviours

The following behaviours are expected to be demonstrated by all Mid Sussex District Council staff:

Quality/Compliance: Achieving a standard of excellence with our work processes and outcomes, honouring MSDC policies and all regulatory requirements.

Customer focus: Striving for high customer satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the customer rather than our department or the Council.

Communication: Balancing listening and talking, speaking, and writing clearly and accurately, influencing others, keeping others informed.

Team Player: Being helpful, respectful, approachable and team oriented, building strong working relationships and a positive work environment.

Initiative: Taking ownership of our work, doing what is needed without being asked, following through.

Efficiency: Planning ahead, managing time well, being on time, being cost conscious, thinking of better ways to do things.

Coach ability: Being receptive to feedback, willing to learn, embracing continuous improvement.

People management (for those with direct reports): Setting clear expectations, reviewing progress, providing feedback and guidance, holding people accountable.

Special Conditions

It is a requirement of the post that the postholder holds a current driving licence enabling him/her to drive a car, and in this connection, you must ensure that your insurance cover includes use for your employers business.

The Council operates a Local Lump Sum Car Allowance Scheme which is comparable with the NJC National Car Allowance Scheme. Eligibility to receive a car allowance will be based on the requirement for essential car usage to undertake the duties of your post and no less than annual mileage of 250 miles, which will be recorded and verified

by your designated line manager on a monthly basis. It is a requirement that all essential car users receiving a lump sum payment submit up to date mileage information, on a monthly basis, so that the Payroll Officer is able to process correct information to the HMRC at year end. Failure to record and report mileage undertaken to your employer may forfeit your right to receive a car allowance.

Your eligibility to receive a car allowance will be reviewed on an annual basis by your Head of Service. The Council reserves the right to review, amend or withdraw the car allowance subject to consultation with you. A period of three months' notice to terminate the status and associated allowance will be given to any employee who no longer meets the required criteria. There will be no entitlement to any further car allowance.

The post holder may be prepared to work in the evenings and at weekends as required by the Divisional Leader for Planning and Economy.

The grade for this post has been determined by job evaluation.

Professional and Personal Attributes		
	Essential	Desirable
Qualifications Educational and Professional	<ul style="list-style-type: none"> GCSE/O Level education or equivalent 	<ul style="list-style-type: none"> Town Planning/Law qualification
Knowledge	<ul style="list-style-type: none"> Knowledge of Town & Country Planning legislation particularly relating to enforcement of planning. 	<ul style="list-style-type: none"> Knowledge of the following statutes: Police & Criminal Evidence Act, Criminal Procedures, Investigation Act, Regulation of Investigatory Powers Act Knowledge of the law concerning harassment and anti-social behaviour
Experience	<ul style="list-style-type: none"> Experience of investigative work and dealing with the public including conflict management 	<ul style="list-style-type: none"> Experience of working within a planning environment
Special Aptitude/Skills	<ul style="list-style-type: none"> Ability to communicate effectively in writing and orally to Members, Officers and the public. Ability to plan and co-ordinate a diverse and varied work programme. Computer literacy/keyboard skills. Physical fitness and ability to work outdoors in all conditions 	<ul style="list-style-type: none"> Ability to speak in public and give evidence in court / planning appeal hearings
Disposaiton/Attitude	<ul style="list-style-type: none"> Flexible and enthusiastic approach to work 	<ul style="list-style-type: none"> Mature and diplomatic approach to work. Ability to work within a team and on own
Other	<ul style="list-style-type: none"> Willingness to undertake work outside normal office hours including responding to emergencies. Full driving licence and use of car. 	

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not meant to be a detailed list of all duties and responsibilities which may be required. It will be supplemented and further defined by objectives set at appropriate times, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed