

JOB TITLE: Principal Planning Officer (Enforcement) FIXED TERM

DEPARTMENT: Planning

POST NUMBER: 1963

GRADE: 6

ACCOUNTABLE TO: Enforcement Team Leader

LOCATION: City Offices, Colebrook Street, Winchester

POST OBJECTIVE

To deal with the most complex enforcement cases, providing remedies and taking enforcement action where appropriate, in accordance with the Council's Local Enforcement Plan. Assisting the Enforcement Team Leader in the supervision of the Enforcement team, providing support and guidance to junior team members and implementing our improvement plan.

SPECIFIC TASKS:

1. Under the direction of the Enforcement Team Leader, assist with the supervision of the Enforcement team by providing advice, support and general guidance to junior team members. Deputise for the Enforcement Team Leader in his / her absence and support and coach other team officers as needed to ensure efficient delivery of the whole Planning Service.
2. Deal with enforcement cases allocated by the Enforcement Team Leader or in accordance with team responsibilities. Your caseload will include the most complex enforcement cases. This will involve investigating new alleged breaches of planning control, as well as reviewing older cases and dealing with re-allocated cases. Cases will be dealt with in accordance with the timeframes set out in the Council's adopted Local Enforcement Plan and improvement plan.
3. Assess the planning merits of unauthorised development and recommend and negotiate satisfactory remedies as appropriate, including the preparation and serving of legal notices as necessary, in accordance with the Council's adopted Local Enforcement Plan.
4. Deal with enforcement appeals and related planning and LDC appeals, including the preparation of written statements, attending hearings and being the Council's planning enforcement witness at Public Inquiries.
5. Prepare and present written reports on enforcement investigations to the Planning Development Control Committee.

6. If necessary, prepare and present evidence relating to enforcement investigations in criminal court proceedings.
7. Deal with retrospective or other planning application types or pre applications as case officer or in collaboration across the department as appropriate, and as necessary present such applications to the Planning Committee.
8. Assist with training sessions and attend Parish Councils and other similar meetings to discuss enforcement queries if required.
9. Ensure complete and accurate recording of enforcement investigations on the Council's computerised records system and case files. Assist the Enforcement Team Leader in the development of the enforcement service team and systems.
10. Carry out any other duties as defined from time to time by the Planning Delivery and Implementation Manager.

Signed:*LCHutchings*.....

Dated:20.06.2025.....

Version date June 2025

JOB TITLE Principal Enforcement Officer

POST NUMBER: TBC

DEPARTMENT: Planning

DATE: June 2025

Requirements		Weighting	Assessment Method
Skills	<u>Excellent oral communication skills</u> – Effective communication with staff, other colleagues, Councillors and third parties Articulate, persuasive and empathic at meetings with developers, committees, public meetings and individuals.	3	I
	<u>Excellent writing skills</u> – Ability to write clear and concise reports and letters in plain English	3	A/I/T
	<u>IT literate</u> – Effectively use the normal office systems	3	A/I
Experience	<u>Professional Planning knowledge and practice</u> – Sound knowledge of planning legislation and policies	3	A/I/T
	<u>Planning enforcement experience</u> – Relevant experience of working in enforcement and/or is fully conversant with enforcement processes / procedures	2	A/I/T
	<u>Appeals</u> – Has experience of dealing with appeals, including Public Inquiries	3	A/I
	<u>Appearances at Court</u> – Has given evidence and been cross examined at Court	1	A/I
Personal Qualities	<u>Leadership</u> – Ability to motivate staff.	2	I
	<u>Proactive and a Team Player.</u>	3	I
	<u>Organized, methodical and can prioritise effectively</u>	3	I/T
	<u>Credibility</u> – With Councillors, colleagues, Parish Councils, interest groups, developers and the public	3	I
Specific Job Requirements	Must be able to meet the travel requirements of the job (e.g. hold a driving licence) and undertake lone site visits	3	A/I
Qualifications	Chartered Town Planner (MRTPI) or other similar professional qualification. It may be possible for the successful applicant to demonstrate that they have appropriate experience that would enable them to undertake the role without a formal planning qualification. The successful candidate would need to demonstrate a high level of relevant experience in planning enforcement.	3	A

Weighting

3 – Essential for the successful performance of the job

2 – Desirable but can be achieved through on the job training or experience

1 – Useful but not essential for successful performance of the job

Assessment

Application Form

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Interview

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Tests

T

References

R

Presentation

P

Evidence of Qualifications

Q