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| SEVENOAKS DISTRICT COUNCIL **Planning Services** | | | | |
|  | | **JOB DESCRIPTION** | |  |
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| **TITLE OF POST** | Planning Enforcement Officer | | | |
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| **POST NO.** |  | | | |
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| **SECTION** | Development Management | | | |
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| **BAND** | C-E | | | |
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| **RESPONSIBLE TO** | Planning Enforcement and Support Manager | | | |
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**Purpose of post:**

To work as part of a team to deliver a pro-active, responsive and co-ordinated approach to all aspects of planning enforcement. To work with Development Team Managers, Principal Planners and others to ensure that the Service as a whole achieves high standards. Making sure that development is carried out in accordance with approved planning applications and current planning legislation and that all reports of breaches of planning control are investigated and acted on in accordance with the Council’s Enforcement Plan.

**Key activities**

* To work with the Planning Enforcement and Development Management teams to deliver a pro-active, responsive and co-ordinated approach to the enforcement activities.
* To investigate cases of potential planning infringements including carrying out site inspections and assembling appropriate and reliable evidence thereon.
* To ensure that all necessary research, notes, photographs, and other relevant case information relating to compliance and enforcement work is accurately inputted onto the relevant software systems.
* To plan your workload, prioritise accurately and allocate time appropriately to ensure that all case work and other targets are met.
* To deliver high quality work whilst under pressure.
* To ensure that all work complies with the Town and Country Planning Acts in accordance with the Enforcement Plan, adopted planning policy, service objectives and the requirements of Regulation of Investigatory Powers Act 2000 (RIPA) and Proceeds of Crime Act 2002 (POCA) or any Act/Order which supersedes this.
* To be responsible for preparing reports or statements on enforcement matters. Make recommendations in relation to alleged breaches of planning legislation, about breaches where it is not considered to be expedient to enforce and to ensure matters are progressed to an acceptable and agreed outcome.
* To be responsible for preparing reports or statements on enforcement appeals. As part of this work you will be expected to assist Planning Officers with any evidence or reports concerning the appeals and contribute/give formal evidence if the appeal is being considered at a Hearing or Inquiry.
* Where a formal notice is proposed or injunction or prosecution is being sought, to be responsible for the following in respect of allocated enforcement case work:
  + The preparation and presentation of relevant reports seeking authority to undertake enforcement action;
  + Ensuring that the legal team has the necessary information in relation to each enforcement case – using an agreed template approach;
  + Assisting in the serving of the notices where necessary;
  + Ensuring accurate and organised evidence is prepared and given at Court hearings, Public Inquiries and Hearings in relation to relevant planning enforcement prosecutions and appeals; and
  + Assisting with the briefing of Counsel and appearing as a witness of behalf of the Council in relation to enforcement matters.
* To ensure that untidy land affecting the amenity of an area is quickly and effectively improved.
* To maintain an up to date knowledge of planning and enforcement issues and practice. To undertake appropriate training and continuing professional development as required, commensurate with the duties and responsibilities outlined above.
* Giving accurate and helpful planning enforcement advice to all customers.
* To mentor, support and assist more junior officers as may be required to assist in the processing of their investigations and caseload. To be first point of contact for junior colleagues.
* Deal with all enquiries from customers, Parish and Town Councils and councillors within agreed time frames including keeping interested parties informed on progress around enforcement matters.
* To participate in the development of the electronic service delivery of the Enforcement service in an integrated and effective manner.
* To carry out all duties with an awareness of Health and Safety issues and adhere to the service’s lone working procedures.
* To adhere to the Council policies, values and procedures with regard to equality and diversity when dealing with customers.
* To comply with the Council’s Safeguarding policy.
* To embrace the values and behaviours of the Council.
* Participate fully in the Council’s appraisal scheme.
* To adhere to the requirements of the Data Protection Act in respect of confidentiality and disclosure of data and the Freedom of Information Act in respect of access to information held by the Council.
* The Post-holder is expected to carry out, in addition to the already mentioned duties, any other duties reasonably expected with the general level of the post.

**Location: Council offices**

**SEVENOAKS DISTRICT COUNCIL**

**Planning Services**

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|  | | **PERSON SPECIFICATION** |  |
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| **TITLE OF POST** | Planning Investigation Officer – Planning Enforcement | |  |
|  | |  |  |
| **POST NO.** |  | |  |

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|  | **Essential** | **Desirable** |
| 1. Approach | 1. Acts with honesty and discretion 2. A positive approach to communication 3. A sensitive attitude in responding to diverse views and opinions 4. Working to a consistently high standard 5. Attention to detail 6. Self-motivated and organised 7. Ability to work well on their own initiative and as part of a team. |  |
| 1. Skills/qualifications/knowledge | 1. A Levels or equivalent level of education 2. Degree in Town Planning or relevant associate discipline (E) 3. A relevant enforcement qualification (E) 4. Experience of preparation of evidence for court and/or hearings and public inquiries (E) 5. Excellent communication skills – both written and verbal 6. Diplomacy and tact 7. Effective organisation of paperwork/electronic documentation 8. Effective negotiation skills 9. Excellent customer service skills 10. Proven experience of investigative work in a planning environment 11. Experience of mentoring and providing advice and training to colleagues (E) 12. Willingness to deputise/represent for the Enforcement team Manager in their absence (E) 13. Ability to understand technical and legal documents 14. Knowledge and application of the applicable GDPR and FOI regulations | * Experience of use of Uniform, GIS and IDOX computer systems * Planning experience |
| 1. Physical | 1. IT and keyboard skills 2. Numerical/mathematical ability to calculate fees/volumes 3. Ability to use a scale rule and read and understand plans |  |
| 1. Other | 1. Ability to deal with a heavy and varied workload with supervision. 2. Willingness to be adaptable in methods of working  * Willingness to adopt working practices that support the provision of an electronic enforcement service. * Ability and willingness to work unsociable hours and weekends when required * Valid driving license and vehicle available for work purposes |  |

(E) – indicates requirements for the Senior role