



Job Description

Job title	Principal Enforcement Planning Officer	Hours	37 hours <i>Flexible working options are available, including job share</i>
Department	Planning	Salary	SK17- SK18 (£46,458- £47,994 per annum)
Location	Picture House, St Catherine's Hill, Grantham with a mix of home and office-based working	Contract	Permanent

Main Job Purpose

This is a key role in the delivery of the Council's strategic corporate priorities. This is an important role in the planning service providing expert planning advice, guiding enforcement decisions and progressing enforcement cases to formal action to help shape the future of the district.

The main purpose of this role is as a team leader responsible for leading the planning enforcement team which includes the Tree Officer and Infrastructure Monitoring Officer. This will include managing the throughput of the enforcement team's caseload and the day-to-day workload whilst also dealing with the more complex and sensitive enforcement cases.

In this role you will:

- Effectively manage and supervise a team of planning enforcement officers, Tree Officer and Infrastructure Delivery Officer in the delivery of high quality, efficient and customer focused Development Management services.
- You will ensure that the team's enforcement activities are: -
 - Sound in terms of policy and other relevant guidance and legal framework
 - Follow the principles and Key Performance Indicators in the approved Planning Enforcement Protocol
 - Rooted in high quality enforcement outcomes. This will be achieved through the post holder's own caseload and helping to manage the caseload of the wider team supervised by the post holder.
- Be responsible for the line management of the Infrastructure Monitoring Officer ensuring that S106 agreements are managed, monitored and enforced effectively.
- Manage the workloads of the Tree Officer and support the creation of effective processes and policies.
- Support the Development Management Lead Officer in the leadership and running of the Development Management section; this will include deputising for Development Management Lead Officer as necessary.

This role is politically restricted.



Main Statement of Responsibilities

You will be a key member of the Planning management team, leading by example and implementing a positive culture in accordance with the Council's Values and Behaviours as set below.

As well as working towards delivering the highest possible standard of work you will:

- Support, manage and develop your team members to deliver a high-quality service and embrace the culture and values of the council;
- Support the wider planning team in the processing and determination of planning and other applications within the area of responsibility;
- Manage own caseload of enforcement cases including the most sensitive and complex cases
- Ensure preparation and presentation of reports are delivered in a timely manner and in accordance with the Council's policies and procedures;
- Represent the Council at Informal Hearings and Public Inquiries on any planning matters;
- Manage negotiations on legal issues in connection with all relevant planning activities including the negotiation of planning obligations;
- Manage effective and constructive negotiations on all planning matters;
- Represent the Council at public meetings and events (including presenting) in relation to planning matters or Corporate projects (as appropriate);
- Deal with customer enquiries and complaints;
- To provide professional advice and guidance to the Planning Service;
- To support and provide professional advice to the Senior Management Team;
- To provide provisional advice and guidance to other key stakeholders (internal and external);
- To attend Planning Committee meetings, presenting planning applications either personally or by management and supervision of others.
- Assist in the management of the team through appraisals, performance management, signing off applications under the scheme of delegation.
- To attend and represent the Council at public meetings as and when required
- Lead by example and encourage your team to lead or contribute to corporate projects to deliver priority outcomes;
- Identify and introduce best practice ways of working to drive performance up to agreed standards in a cost effective way;
- Provide or make available professional/technical support to the Assistant Director of Planning, Members as appropriate and the wider Council;
- Work collaboratively across the council with other managers and senior managers in order to deliver business objectives;
- Other Duties requested by the Assistant Director of Planning in line with the grading of this post.

Core values

Our vision is to "be the best district in which to live, work, and visit." To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:



Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council's operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident's trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

Person Specification



Relevant Experience, Skills and Knowledge

Essential

- Ability to manage people and resources to ensure priority outcomes are delivered.
- Demonstrate a broad knowledge of the significant challenges, complexities and initiatives facing local government.
- Manage change in a positive and resilient way.
- The ability to deal with complex negotiations and conflict situations and to apply political sensitivity.
- Constructively challenge and offer solutions.
- Takes ownership and responsibility.
- Seeks feedback and acts upon it.
- Creates a positive impact to influence situations.
- Able to use GIS information.
- Confident with analysis of statistics.
- Experience leading a professional section in a local government environment or multifunctional commercial organisation
- Extensive experience working in planning including planning enforcement
- A leader who can inspire by being energetic, determined, positive, decisive and resilient.
- Willing to embrace and tackle difficult issues, including under performance
- Resilient, tenacious and able to handle pressure positively.
- Willing to work unsocial hours including evenings and weekends if required.

Desirable

- Experience of managing and monitoring budgets
- Managing contracts or service level agreements to ensure objectives are met

Relevant Qualifications

Essential

- Educated to degree level or equivalent work experience
- Chartered Town Planner
- Current Driving licences or ability to make suitable alternative arrangements

Desirable

- Management qualification

Communication and Interpersonal Skills

Essential

- Able to work with others to get the job done well, building relationships with Councillors, colleagues and customers.
- Communicates effectively (written, oral and presentations) to differing audiences.
- Customer focussed approach with a drive for continuous improvement