



Job Description

Job title	Senior Planning Enforcement Officer	Hours	37 hours <i>Flexible working options are available, including job share</i>
Department	Planning	Salary	Up to SK16 (£44,304 per annum)
Location	Currently mix of home and office-based working	Contract	Permanent

Main Job Purpose

As part of the Development Management Team, to undertake the Council's responsibilities under the Town and Country Planning Acts and related legislation in the District and to play a leading role in the delivery of the Council's Enforcement function helping to 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 case-load of the wider team supervised by the post holder.
- To assist in the management of the planning enforcement team.

Specific Requirements: To have knowledge of and demonstrable experience of Planning Enforcement and/or have worked as a qualified Planning Officer. To be an excellent communicator with effective interpersonal skills and be in receipt of or working towards RTPI or equivalent accreditation through training. To be able to drive, possess a current driving licence and provide a suitable vehicle for use at work.

This role is politically restricted.

Main Statement of Responsibilities

To assist in the management of the Planning Enforcement team in an efficient and effective manner in line with Corporate priorities and current performance indicators:

- Working with the Assistant Director of Planning and Principal Planning Officers to ensure that an effective and efficient service is provided in line with corporate objectives and performance indicators.
- To plan, approve and monitor the work of Enforcement Team members to maintain high levels of quality in decision making and meeting the performance targets set by the Council at a corporate level, the Assistant Director of Planning or the Corporate Management Team.
- To be mentor the Planning Enforcement officers and bring them forward to a high standard of capability in professional enforcement case management
- Analysing performance outputs to constantly strive to improve service delivery



- To adhere to, review and revise the priorities and performance targets contained in the Planning Enforcement Protocol.
- Investigations of alleged breaches of planning control or application site visits may be required outside normal office hours.
- To have delegated responsibility for the sign off of all types of statutory enforcement notices.

To investigate and initiate responses complaints relating to compliance with planning legislation

- To investigate breaches of planning legislation and to initiate any necessary action.
- To carry out investigations and collect evidence (in accordance with the Police and Criminal Evidence legislation (PACE) requirements) of alleged breaches of planning control. Maintain and update factual records of all investigations, suitable of for use as evidence in Court or at appeal.
- To meet and negotiate with persons breaching planning control, to see whether compliance can be achieved without recourse to legal action. Monitor and negotiate to secure compliance.
- To assist in the monitoring of authorised development to ensure compliance with consents or permissions granted and any conditions imposed.
- To ensure that appropriate action is taken promptly to comply with Council/Committee instructions

To ensure that appropriate progress is achieved and interested parties are kept informed

- To liaise effectively with objectors, third parties, town/parish councils and elected members on outcomes and present status of complaints investigated
- To work in close liaison with Legal Services and other council services, to ensure effective enforcement action and, where appropriate, properly co-ordinated action.
- To liaise with and assist Planning Officers with respect to more complex enforcement cases, including those where is non-compliance with planning decisions.

To prepare and present evidence on behalf of the Council

- To prepare and give evidence (in accordance with PACE if necessary) at public inquiries and court hearings on matters within the scope of duties
- To prepare committee reports and presentation of evidence to committees relating to enforcement. The initiation of appropriate instructions to Legal Services in respect of enforcement matters
- Be the lead officer for attending/advising/assisting members of the Planning Committee through appropriate recommendations and substantiate and justify them in order to ensure that the decisions reached are in accordance with law, good practice, policies and Government advice, and are reasonable and sustainable on appeal.

To undertake appropriate administration

- To help to maintain accurate paper or electronic records of case work.
- Production and service of formal legal planning documentation as required

To assist in the determination of planning applications



- To work with planning and legal officers in the determination of some applications, such as retrospective planning applications and lawful development certificates, submitted as a result of enforcement investigations

To assist with service improvements and customer care

- To contribute to projects and initiatives to improve the delivery of the Planning Enforcement in particular and Development Management in general.
- To take a positive customer focused approach to all work

To carry out appeal preparation and presentation as required:

- To prepare appeal statements in liaison with legal officers, other officers and consultees as required
- To attend as an expert witness and present the Council's statement of case at local hearings and public inquiries
- To provide professional support to other team members as part of the appeal process and to allocate duties where necessary

To carry out enforcement of planning control and the monitoring of approved developments:

- To offer professional advice and guidance on matters of enforcement and monitoring
- To liaise with the enforcement and monitoring officers to ensure satisfactory monitoring of approved developments
- To attend Committee meetings to present enforcement reports
- To attend as an expert witness and present the Council's statement of case at hearing and public inquiries on enforcement matters

Liaise with other departments, outside bodies and organisations:

- Represent the Council on working groups and other agencies as and when required
- To attend and represent the Council at public meetings and conferences relating to development management/enforcement matters as and when required
- To represent the Planning Department in relation to wider corporate enforcement matters to ensure a joined up approach to resolution of issues especially where they relate to other departments and/or organisations.

Other duties

- Lead on dealing with complaints and responses to external requests such as FOI's and SAR's.
- To undertake continuous professional development as required
- To comply fully with the Council's Equal Opportunity Policy
- To comply fully with the Council's Health and Safety at Work Policy
- To undertake other duties commensurate with the grade of the 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

- Manages time effectively and delivers against agreed objectives
- Able to challenge the norm and find ways to improve
- Takes ownership and responsibility
- Able to demonstrate IT literacy and ability to utilise management information
- Extensive previous experience across in a planning enforcement environment
- Experience in informal hearings and Public Inquiries
- Excellent understanding of current planning issues and legislation particularly in relation to Development Management and planning enforcement.
- Evidence of effective operational management and achievement of performance targets
- Evidence of ability to manage own workload and achievement of performance targets
- Political sensitivity (including briefing and presenting to Councillors)
- High degree of probity and integrity that engages the confidence, trust and respect of others
- Able to cope with demanding workloads, prioritising work to meet deadlines, maintaining the ability to be effective under changing conditions
- Willing to undertake further training as required
- Ability to lead, supervise and motivate others

Desirable

- Good knowledge of local government procedures and practices
- Assisting the development and implementation of service improvements
- Experience of supervising and motivating a small team

Relevant Qualifications

Essential

- Degree or Diploma in Town and Country Planning or closely related discipline
- Certificate in Planning Enforcement or equivalent qualification
- Current driving licence

Desirable

- Corporate membership of the Royal Town Planning Institute or working towards accreditation

Communication and Interpersonal Skills

Essential

- Willing to work actively and constructively with other staff, departments and external organisations
- Communicates effectively (written, oral and presentations)
- Works effectively with others
- Able to demonstrate effective persuasion / negotiation skills