

Job Details

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| Job Title: | SENIOR PLANNING ENFORCEMENT OFFICER |
| Post Number: | POST000343 |
| Directorate: | Resources |
| Section: | Development Management |
| Post Grade: | Tier: 4, Grade: G |
| Responsible to: | Development Manager |
| Responsible for: | Planning Enforcement Assistant |

Job Purpose

- Provide a leading role in the delivery of the Council's Planning Enforcement Service.
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Main Responsibilities

- Leading on investigating potential breaches of planning control.
- Undertaking site inspections to thoroughly investigate potential breaches of planning control.
- Interpret technical / legal information, plans and legislation and make an initial assessment to progress each enquiry based upon the information and evidence received.
- Proactively identifying remedies and recommending appropriate action to be taken to resolve breaches of planning control.
- Actively monitoring development to ensure compliance with approved plans and conditions.
- Negotiate with and advise members of the public in seeking to resolve breaches.
- Maintain meticulous, up-to-date records of cases, actions, communications, and statistical data using computerised systems, ensuring accuracy and completeness.

- Consider the expediency of taking enforcement action and prepare detailed reports and make professional recommendations on taking formal action where appropriate.
 - Drafting and serving formal Notices.
 - Manage planning and enforcement appeals, preparing and presenting well structured evidence at hearings and public inquiries.
 - Representing the Council and act as an expert witness in any court proceedings.
 - Responding to, updating and advising customers on planning enforcement investigations, on occasionally on site, in accordance with approved practices and procedures.
 - Act as a mentor and advisor to the Planning Enforcement Assistant.
 - Advise customers, agencies and others on how to prepare planning applications in line with planning regulations and on matters concerning development, planning regulations and other information as required.
 - Act as case officer and single point of contact for related retrospective planning applications including the assessment of proposals for development against national and local policy in accordance with legislative and procedural requirements within agreed timescales.
 - Keep knowledge of planning and planning enforcement matters up to date.
 - Provide advice on and deal with applications relating to works to trees and high hedges.
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Decision making

- Recommend appropriate action on planning enforcement cases.
 - Recommend approval or refusal of planning applications.
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Financial Responsibilities

- None
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Key Contacts / Relationships

- Developers, the public, councillors, parish councils, external agencies, legal advisors and relevant section within the council.

STANDARD CLAUSES

Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equality and Diversity

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

Performance Management

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

Confidentiality

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

Customer Care

You will promote and deliver fair and high-quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

Environmental

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

Safeguarding Children and Vulnerable Adults

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

Other Duties

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Produced by: **Development Manager**

Date: **23 September 2024**

Version: **1.0**

Declaration

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

PERSON SPECIFICATION

Job Title: SENIOR PLANNING ENFORCEMENT OFFICER

Post Number: POST000343

EXPERIENCE

Essential Criteria

- Recent experience of working in planning.
- Experience of researching and understanding technical planning information, legislation and producing letters and reports.

Desirable Criteria

- Experience of dealing with planning applications in a local authority.
 - Experience of carrying out planning enforcement work.
 - Experience of giving evidence at Public Inquiries and/or in the Courts.
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QUALIFICATIONS

Essential Criteria

- Degree in Town Planning or Certificate / Diploma in Planning Enforcement or equivalent.
 - Eligible for membership of Royal Town Planning Institute (RTPI).
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SKILLS & KNOWLEDGE

Essential Criteria

- Understanding and knowledge of current planning legislation including enforcement powers and procedures.
- Excellent communication skills – written and oral.
- Good listening skills and the ability to relay information to customers clearly and sensitively.
- Influencing, persuading and negotiating skills with the ability to deal effectively with conflict and aggression.
- Able to prepare and present documentation relating to complex subjects in a way that is concise and easily understood.
- Experience of working as part of a team and as an individual.
- Able to effectively manage a demanding workload and deal with conflicting priorities.

- Be proficient in the use of IT packages.

Desirable Criteria

- Able to use GIS mapping tool.
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OTHER REQUIREMENTS

Essential Criteria

- Current full driving licence and access to a vehicle.
 - May be required to work outside office hours occasionally.
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ASSESSMENT KEY:

A Application | I Interview | T Test | D Documentation

Version: 1.0 – 23 September 2024