

Job Description



Service Area:	Place & Environment
Job Title/Grade:	Planning Enforcement Officer (Scale 6 – SO1) Career Grade
Responsible to:	Planning Enforcement Team Leader
Our Culture & Values:	All job roles at Rochford District Council require the post-holder to be flexible and proactive in their approach. Being customer focused and willing to maximise your potential at work are expected. We all work together to achieve the very best for our residents which sometimes means getting involved in projects and trying new tasks outside of your day to day job role. We love our staff to suggest new ideas and to have enthusiasm to try out new experiences.

Main Responsibilities

- To be one of a team of professionals providing a full Development Management Service in a customer focused manner.
- To play an active role in aiding and facilitating the work of the Development Management Enforcement Team, including investigating breaches of Planning Control, Enforcement Appeals, Monitoring of Planning Conditions and any other matters deemed appropriate by the Planning Manager or Assistant Director for Place and Environment.
- Undertake site inspections to identify planning breaches, make detailed notes, take photographs, erect site notices and seek resolution of the identified breach.
- Work within the requirements of The Regulation of Investigatory Powers Act 2000 (RIPA) and The Police and Criminal Evidence Act 1984 (PACE).
- Prepare draft Enforcement Notices for the Team Leader to review and to sign, and where necessary, serve Notices when directed.
- Serve any summons or legal document as required, execute warrants and complete all necessary records related to these.
- Support and Prepare cases for Planning Appeals and give evidence at Inquiries and Hearings, as and when required.
- Prepare statements of evidence and instructions to legal services, for the prosecution of the failure to comply with the requirements of any notice where expedient to do so. Give evidence in court as and when required.
- Assist in the processing of planning applications, site visits, ensure appropriate neighbours are notified, negotiate amendments as necessary, including assessing the implications of specific proposals, ensuring necessary consultations with other agencies and third parties are undertaken in accordance with the Authority's practice and statutory provisions and formulate recommendations in written reports for determination in accordance with the Council's Standing Orders.



Main Responsibilities

- Provide written responses on planning matters to applicants including developers and landowners, as well as handling general planning enquiries, including responding to Members' queries and comments.
- Assist the public, other interested Groups and Parish Councils in the interpretation of matters of planning law and guidance and the interpretation of application plans.
- Provide Development Management advice and guidance to corporate initiatives being undertaken by the Council.
- Provide support to the wider Development Management Team, Planning Policy Team and Technical Officers as and when required by the Planning Manager and Assistant Director for Place and Environment.
- Take all available opportunity to continue your professional development by attending Courses, Seminars, Briefings, etc, in order to maintain a good working knowledge of all legislation and practices.
- Such other responsibilities, including Committee attendance, presentation of reports and out-of-hours meetings, compatible with the postholder's qualifications and experience as may be required by the Planning Manager and Assistant Director of Place and Environment.



Corporate Responsibilities

- To observe all of the requirements of Safeguarding and to report any potential Safeguarding concerns in accordance with the Council's Safeguarding Policy.
- To comply with all appropriate legislation and Council policies including the Officers Code of Conduct, Health and Safety at Work, etc. Act 1974 and the Council's Health and Safety Policy and procedures.
- To support the Council's Equalities & Diversity Policies.
- All staff may on occasions be required to support the Council to deal with emergency situations affecting the community we serve. In the event of such an emergency or, of a rehearsal for such an event, the Postholder may be required to attend at times and at locations outside of the norm for the post and to adopt the duties directed by the Officer in Charge for the duration of the emergency situation.
- To contribute to project work arising from the Business Plan and to undertake any other reasonable duties as may be required from time to time by the Line Manager/ Leadership Team.

Review

The duties and responsibilities of this post may vary from time to time according to the changing requirements of the Council. The job description may be reviewed at the discretion of the relevant Assistant Director in the light of those changing requirements and in consultation with the postholder. In any event, the Head of Paid Service reserves the right to review and amend the job description.

Signed (Postholder):

Dated:



Personal Specification

Post	Planning Enforcement Officer
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Essential Requirements

Qualifications

- Degree qualification or/and willing to undertake a 2 year training course to obtain a Certificate in Planning Enforcement if required.
- Full Driving Licence.

Knowledge and Skills

- Knowledge of current Planning issues, Government legislation and guidance, etc.
- Good verbal communication skills with clients both on the telephone and in person
- Good working knowledge of Microsoft 'Office' software – Windows, Word, Excel and Outlook
- Effective written and verbal communications skills
- Understands the importance of equality and diversity and can apply this in the workplace

Ability

- Able to attend occasional evening committee meetings if and when required
- Able to undertake visual appraisals of sites
- Use of or ownership of a vehicle for meetings and site visits, etc.
- Able to apply a reasonable approach to problem solving
- Able to prioritise work appropriately
- Able to work to deadlines and work under pressure
- Flexible, pro-active and adaptable approach to work, colleagues and internal/ external customers
- Effective team working. Sharing ownership, team goals and workload
- Commitment to maximising potential and continuous improvement of self and of service
- Able to contribute positive suggestions and willing to take forward
- Able to establish and maintain effective relationships with people at all levels
- Able to demonstrate a commitment to customer service



Desirable Requirements

Qualifications

- Planning qualification – first degree or post graduate
- Corporate Membership of the RTPI (or intention to work towards qualification)

Knowledge and Skills

- Good working knowledge of the District

Experience

- Development Management
- Planning Appeal work, in particular Hearings and Inquiries
- Local Government processes and procedures