

## JOB DESCRIPTION

<b>JOB TITLE</b>	Assistant Planning Enforcement Officer
<b>GRADE</b>	Band F
<b>REPORTING TO</b>	Principal Planning Enforcement Officer
<b>JD REF</b>	REG

### PURPOSE

Dealing with all minor matters in respect of planning enforcement, particularly in connection with domestic developments and minor commercial developments, including investigations, negotiating and advising to achieve satisfactory resolution/compliance, carrying out assessments of harm and expediency, taking appropriate enforcement action, dealing with enforcement appeals and attending court proceedings as required.

### MAIN DUTIES AND RESPONSIBILITIES

1. Investigate minor complaints regarding alleged breaches of planning control, including those in relation to trees and Listed Buildings.
2. Undertake all necessary site inspections, gathering of information, including all relevant checks (e.g. DVLA and HM Land Registry).
3. Assess whether a breach has taken place and whether any breach is harmful and whether it is expedient to take appropriate enforcement action.
4. Deal with individuals and/or organisations and effectively negotiate amendments where appropriate.
5. Take appropriate enforcement action as required, including the preparing and serving of Enforcement Notices, Planning Contravention Notices, Breach of Condition Notices.
6. Deal with any Appeals and giving/presenting evidence at Hearings and Inquiries.
7. Advise on the need for planning permission and provide pre-application planning advice.
8. Process and determine a caseload of all aspects of planning enforcement related complaints, appeals, conditions compliance and all other post-decision matters particularly around domestic and minor commercial developments.
9. Prepare reports recommending whether or not it is expedient to take enforcement action and outline what action, if required, should be taken.

10. Provide guidance and advice to other Council services/officers on all aspects of planning enforcement matters, particularly in relation to domestic scale and minor commercial developments.
11. Research, interpret, review and advise on the implementation of new and existing legislation, Government guidance and initiatives on a wide range of planning related issues to ensure compliance with statutory and other obligations and to recommend appropriate alterations to process, policy and standards as may be required.
12. Liaise with other Council services and other bodies, including statutory and non-statutory consultees and other external agencies, on relevant issues.

## ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

### Qualifications:

- Educated to Level 4 in Planning or a closely related qualification.
- Evidence of continuous professional development related to one or more aspects of planning enforcement and/or development management.

### Knowledge & Skills:

- Knowledge of the relevant law, Government guidance, policies and practice relating to planning/planning enforcement.
- Excellent communication skills, including the ability to articulate information; to present clear, accurate and concise reports to a wide range of audiences.
- Ability to work effectively with individuals, teams, customers, partners and staff, understanding the functions and needs of the service and the organisation.
- Focuses on customer satisfaction and deliver a quality service.
- Ability to cope with a heavy workload and respond to tight deadlines with minimal supervision.
- Thinks broadly and strategically. Understands the functions and needs of the service and how it works to deliver the organisations objectives.
- Adapts and responds well to change. Open to new ideas and experiences.
- Seeks out learning opportunities.
- Handles situations and problems with innovation and creativity, recognising controversial and sensitive issues.
- Maintains the highest standard of conduct at all times.

### Experience:

- Experience of dealing effectively with customers.



## DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

### Qualifications:

- Degree in Town Planning or closely related discipline.

### Knowledge & Skills:

- I.T. literate, ability to use MS Office and ability to become competent at using other software applications relevant to the role.
- Knowledge of democratic process and appreciation of the role of Elected Members.
- Ability to influence and negotiate at all levels within the organisation and with external agencies or bodies.

### Experience:

- Experience of working in a Planning Department in an administrative/support role.
- Experience of working on planning enforcement matters, including the carrying out of investigations, achieving resolution through negotiation and/or persuasion, carrying out harm and expediency assessments and, where necessary, pursuing appropriate action.

## ADDITIONAL INFORMATION

The postholder must be able to travel across the borough

Able to work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.

**DATE OF APPROVAL: JANUARY 2019**

**APPROVED BY: D BALL - HEAD OF SERVICE**

