



Role Profile

This section provides key information relating to the role

Job Title:	Principal Planning Enforcement Officer		
Post No:	P00865	Grade:	K-L
Team:	Development Management	Location:	Campus East
Responsible to:	Development Management Service Manager		
Responsible for:	Senior Development Management Enforcement Officer and Development Management and Enforcement Assistant		

Overall job purpose:

To manage a small team, to ensure that development in the Borough takes place in accordance with planning legislation and other permissions/consents, investigating and taking action to resolve breaches of planning legislation and to deal with a caseload of complex enforcement cases.

Key areas of focus:

1.	Deal with a caseload of the more complex planning, advertisement, listed building, and conservation area consent enforcement investigations.
2.	Liaison/ meetings with and the provision of advice and guidance to customers on enforcement, planning and related matters. Provision of advice to and response to the requests of the elected Members of the Council.
3.	Where breaches of planning control are identified, investigate and research such breaches, evaluate alternative options and implement courses of action to remedy or negotiate them. These courses of action may involve preparation of reports to Council Committees, presentation of reports to Members and Committee, preparation and issue of relevant notices, preparation of evidence for inclusion in written appeal statements, presentation of evidence at appeals and attendance at Court.
4.	Collection of evidence in connection with complaints and investigations. This will include precise and accurate records of observations, photography and records of interviews.
5.	To represent the Council, as necessary in all types of enforcement appeal including written representations, hearing and inquiry planning appeals arising from own cases and others within the team.
6.	To provide the immediate management for a small team of professional officers. Assign and monitor workloads, carry out performance management, and to offer advice and guidance and to ensure that work is completed in accordance with established performance indicators. To guide and develop the professional

	development of the members of the team in the delivery of a quality decision making environment.
7.	Prepare delegated and committee reports seeking authority for formal action in accordance with Council policy and constitution. Presentation of own and team's enforcement cases and performance monitoring to committee when necessary.
8.	To be proactive in the development of a customer focussed service, liaising with the Development Management Service Manager and Assistant Director (Planning) over proposed and anticipated changes that may be required to practice and procedure.
9.	Carrying out of surveillance and investigations in accordance with RIPA , (Regulation of Investigatory Powers Act 2000), PACE (Police and Criminal Evidence Act 1984) and good practise.
10.	Prepare instructions, documents and notices for Legal Services in relation to the service of enforcement related notices and for prosecution offences. To serve these notices on site owner/tenants where required.
11.	To support team members to prepare and give evidence for prosecution proceedings, for inquiries and for hearings. To appear and give evidence in court in relation to these cases on behalf of the council.
12.	As necessary, draft, prepare and serve S330, Planning Contravention, Breach of Condition Notices and similar notices.
13.	Determination of applications for a certificate of lawfulness for the Development Management Service
14.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
15.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
16.	Any other duties that are commensurate with the level and grade of this post.

Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
Recognised Qualification in Planning Enforcement or Town and Country Planning, or a similar level of on-the-job experience	x		AP
To have a good standard of general education to O level/GSCE A-C standard including English and Maths or equivalent.	x		AP
Training and experience in the use of RIPA (Regulation of Investigatory Powers Act 2000) and PACE (Police and Criminal Evidence Act 1984). Knowledge of when these powers can be applied.	x		AP/IN
Management experience.	x		AP/IN
Health and Safety Qualification.		x	AP/IN
Knowledge			
An understanding of Welwyn Hatfield Borough development and planning issues.		x	AP/IN
Extensive experience and knowledge of planning legislation, planning enforcement procedures and case law.	x		AP/AS/IN
Skills and abilities			
Need for accurate, instant personal judgement on site for compliance with legislation.	x		IN
Analytical skills to deal with complex proposals and whilst under significant levels of pressure.	x		AS/IN
Have an ability to train, guide, motivate and support staff in the Planning Enforcement Team and Development Management Service and an ability to monitor quality and productivity of own work and team members.	x		AP/IN
Negotiation and tact to achieve a positive outcome for all parties when investigating a complaint.	x		IN

Being able to handle, positively and calmly, aggressive and volatile situations.	x		AP/IN
Oral and writing skills sufficient to explain complex legal matters, to maintain positive and professional image to a range of audiences both verbally and in writing. To deliver presentations and author reports.	x		AP/AS/IN
To work without supervision and make decisions, especially when related to enforcement investigations, without further reference.	x		AS/IN
Other attributes			
Be capable of carrying out detailed site inspections of building work in progress and sites which could include – climbing ladders, walking across rough ground or heavy undergrowth.	x		IN
Driving from site to site, including holding a driving licence and have access to a car during work hours and for out of hours work.	x		AP
Ability to work as part of a team successfully reconciling individual and team targets within specified time frames and with the ability to enthuse and motivate staff and produce targeted work to an acceptable level of quality.	x		IN
Service of Enforcement Notices in person on site owners/tenants.	x		IN
Ability to interview persons in volatile situations.	x		IN
To be able to give evidence under oath in court and at planning appeals.	x		IN
Have responsibility for Health and Safety including procedures and policies of the Planning Enforcement Team and others investigating breaches of planning (or similar) legislation.	x		IN
To be responsible for formulating policies and procedures and giving advice to staff who are carrying out the enforcement function.	x		IN
Ability to deal with significant levels of pressure from the public and other parties interested in the enforcement section.	x		AS/IN
The ability to converse at ease with members of the public and provide advice in accurate spoken English.	x		IN

**Assessment Criteria:
(AP) Application, (AS) Assessment, (IN) Interview**

Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.