



Role Profile

This section provides key information relating to the role

Job Title:	Career Grade Assistant Planning Enforcement Officer to Planning Enforcement Officer		
Post No:	P00994	Grade:	Scales E to G
Team:	Planning Service	Location:	The Campus
Responsible to:	Principal Planning Enforcement Officer		
Responsible for:	N/A		

Overall job purpose:

To be responsible for investigating and taking action against breaches of planning control. To ensure that development in the Borough takes place in accordance with planning legislation and permissions/consents. To take action to resolve breaches of planning legislation and to deal with a caseload of enforcement cases and planning applications.

Key areas of focus:

	Assistant Planning Enforcement Officer
1.	To work alongside the planning and enforcement officers in the area and enforcement teams to gain experience of all aspects of the development management service.
2.	To deal with a caseload of planning, enforcement and planning applications, including Estate Management applications, of a nature appropriate to the level of skill and experience, under the guidance of the Principal Officers and other members of the teams. This caseload will include all aspects of the provision of the service from pre-application and permitted development enquiries through to post decision appeals and enforcement.
3.	To assist with the provision of planning advice and guidance to local residents, applicants and agents in respect of existing and proposed planning applications and general planning and enforcement matters.
4.	To be proactive in the development of a customer focused service offering up ideas on ways in which the service delivery can be improved.
5.	To monitor developments, legal agreements and other applications ensuring records are kept up to date.
	Planning Enforcement Officer
6.	Investigate potential breaches of planning control and determine planning applications. To investigate through checking and researching planning histories, other sources of information, making site inspections, undertaking surveillance, interviewing site owners and others. Assess the planning status and identify if breaches of planning control have occurred. Undertake negotiations to rectify breaches of planning control where appropriate. Provide advice and guidance on enforcement matters.

7.	Prepare and present reports for Line Manager and Committee seeking authority for formal action in accordance with Council policy, standing orders, good practice and as required. Prepare instructions, documents and statements/notices on appeals, enforcement and related notices for Legal Officer/Legal Services/delegated Officer.
8.	Keep accurate records, both manual and electronic. Maintain ongoing records of the status of complaints. Prepare monitoring reports. Contribute to the preparation of the Enforcement Policy and other service policies.
9.	Prepare and give evidence in relation to prosecutions, inquiries and hearings.
10.	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.
11.	To check the commencement lists from Building Control to ascertain whether permission exists for works likely to require planning permission.
12.	Monitor and prepare representations to Goods Vehicle Operators Licence applications and licences for Houses in Multiple Accommodation.
13.	Liaise with Planning Officers on specific planning applications and attends pre-application meetings to advise on planning enforcement and monitoring
14.	Deal with general enquiries received by letter, email, telephone and in person, about enforcement matters in the district.
15.	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.
16.	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.
17.	Be aware of and comply with the Council's policies and procedures on Health and Safety at work.
	Both Roles
18.	As required, carry out occasional duties outside normal office hours and participate in the duty rota in office hours.
19.	To ensure that the Council's Customer Care standards are maintained and exceeded when dealing with members of the public and internal customers.
20.	Any other duties that are commensurate with the level and grade of this post.

Role Requirements

The following outlines the criteria for this post. Applicants should describe in their application how they meet the criteria

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
To be educated to 'O' level/GCSE level A-C or have other relevant qualifications to include English and Maths	x		AP
Working towards or the achievement of a recognised qualification in Town and Country Planning or equivalent		x	AP
Experience of dealing with customers in difficult circumstances	x		AP/IN
Knowledge			
Understanding of the main principles of town planning as operated by local planning authorities		x	IN/AS
To demonstrate knowledge and understanding of equality and diversity and be able to apply it to your role	x		IN
Skills and abilities			
To be able to communicate effectively and deal considerately with people at all levels	x		IN
Ability to work in an ordered and logical manner and to collect/collate evidence	x		AP/IN
Computer literate and familiar with use of Microsoft office package or equivalent	x		AS
Ability to keep accurate records and to help establish monitoring systems for new development monitoring and enforcement investigations (manual and electronic systems)	x		AP/IN

Other attributes			
To hold a full driving licence valid in UK and have access to a motor vehicle	x		AP
Flexibility and willingness to help	x		AP/IN
Be capable of carrying out the physical nature of the job including climbing ladders, up scaffolding and down to inspect deep excavations	x		IN
Able to spend the majority of the day carrying out site inspections including in inclement weather	x		IN
To be responsible for IT and surveying equipment when carrying out site visits	x		IN

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



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.