

Role Profile

This section provides key information relating to the role

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| Job Title: | Planning Enforcement Officer to Senior Planning Enforcement Officer | | |
| Post No: | P00234 | Grade: | G to J |
| Team: | Development Management | Location: | |
| Responsible to: | Principal Planning Enforcement Officer | | |
| Responsible for: | Planning and Enforcement Assistant/Planning Enforcement Officer | | |

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 including breaches of the Welwyn Garden City Estate Management Scheme. To take action to resolve breaches of planning and other legislation and to deal with a caseload of enforcement cases.

Key areas of focus:

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| 1. | Investigate potential breaches of planning control with a caseload of planning, advertisement, listed building and conservation area consent enforcement investigations. 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. |
| 2. | Prepare and present reports for Line Manager and Committee seeking authority for formal action in accordance with Council policy, standing orders, good practice as required. Prepare instructions, documents and statements/notices on appeals, enforcement and related notices for Legal Officer/Legal Services/delegated Officer. |
| 3. | 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 Plan and other service policies. |
| 4. | Prepare and give evidence in relation to prosecutions, inquiries and hearings. |

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| 5. | To manage the Planning and Enforcement Assistant/Planning Enforcement Officer. To assist the Planning and Enforcement Assistant/Planning Enforcement Officer with undertaking any formal action necessary. |
| 6. | Liaison/ meetings with and the provision of advice and guidance to customers and officers on enforcement, planning and related matters. Provision of advice to and response to the requests of the elected Members of the Council. |
| 7. | Deal with general enquiries received by letter, email, telephone and in person, about enforcement matters in the district. |
| 8. | As required, carry out occasional duties outside normal office hours and participate in the duty rota in office hours. |
| 9. | To ensure that the Council's Customer Care standards are maintained and exceeded when dealing with members of the public and internal customers. |
| 10. | Be aware of and comply with the Council's policies and procedures on Health and Safety at work. |
| 11. | 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. |
| 12. | 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. |
| 13. | 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 | | | |
| To be educated to 'O' level/GCSE level A-C or have other relevant qualifications to include English and Maths. | X | | AP |
| Knowledge | | | |
| Experience of working in Local Authority Planning Enforcement department or in a professional planning role. | X | | AP |
| Experience of serving planning enforcement notices. | X | | AP/IN |

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| Understanding of the development management process including an understanding of the role of the GPDO and Use Classes Order. | X | | AS/IN |
| Experience or knowledge of operation of PACE (Police and Criminal Evidence Act 1984) requirements. | | X | AP/IN |
| Experience or knowledge of operation of RIPA (Regulation of Investigatory Powers Act 2000) requirements. | | X | AP/IN |
| Computer literate and familiar with use of Microsoft office package or equivalent. | X | | AS |
| Ability to use Geographical Information Systems and Planning Record Databases. | | X | AP |
| Skills and abilities | | | |
| Able to interpret proposals for development, or breaches of planning control against planning policy, the policy framework and legal framework of the Town and Country Planning Acts. | X | | AS/IN |
| To have given evidence in court, at hearings and inquiries. | | X | AP/IN |
| To be able to communicate effectively and deal considerably with people at all levels. | X | | IN |
| The ability to make frequent decisions and exercise initiative without ready access to a senior officer. | X | | IN |
| Ability to read and interpret building plans against planning policy, the policy framework and legal framework of the Town and Country Planning Acts. | 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 | | IN |
| Experience of dealing with customers in difficult circumstances. | X | | AP/IN |
| To be responsible for training and managing of an individual at the relevant level. | X | | AP/IN |
| Ability to include out of hour work occasionally, including evening and weekends. | X | | IN |
| Other attributes | | | |
| To hold a full driving licence valid in UK and have access to a motor vehicle. | X | | AP |

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 |
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| 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.