

Job Description : Senior Planning Enforcement Officer

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title:	Senior Planning Enforcement Officer
Service:	Planning
Team:	Development Management
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Area Team Leader
Responsible for:	n/a
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome
PRINCIPAL PURPOSE OF THE ROLE	
<ul style="list-style-type: none"> To take an important role in the development management function of the service, undertaking a varied caseload of complaints including complex and high profile enforcement case and appeals including defending the Council's position at those appeals. To assist and support the Area Team Leaders and provide support to other planning officers in all Areas of the Service. 	

MAIN DUTIES AND ACCOUNTABILITIES

- Responsible for liaison and negotiation with members, statutory bodies and the wider community to agree acceptable outcomes with regard to breaches of planning control.
- Ensuring that decisions are made in accordance with the statutory framework and do not open the Council to judicial challenge.
- Attending Committee meetings to present items and provide advice to Members of the Committee to ensure all decisions are robust;
- Provide support to planning officers giving guidance on interpretation of enforcement matters and interpretation of new legislation.
- Communicate proactively with Ward Councillors about development in their Ward and ensure their issues and concerns are properly taken into account in the assessment of planning breaches.
- To keep up to date with national and local policies and community needs to ensure that the planning process can deliver the appropriate outputs and outcomes.
- Preparation of evidence for enforcement appeals and acting as expert witness at public inquiries, and informal hearings to put forward robust arguments and avoid costs against the Council and reputation damage.
- Investigate breaches of planning control, the preparation of reports and recommendations on such matters and the making of decisions in accordance with the Council's Scheme of Delegation
- Attendance at informal hearings, local inquiries or court proceedings in connection with enforcement matters
- **Health and Safety**
Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

DIMENSIONS OF THE ROLE

- Responsible for handling approximately 60 complaints comprising 20 complex/major 40 mid range and small per year. Liaising with other professionals such as housing officers and highway officers as appropriate. Annual workload of the Service is:-
 - Approximately 3,000 applications
 - Approximately 150 appeals
 - Approximately 50 Planning Contravention Notices issued
 - Approximately 15 Enforcement Notices served

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING/SCOPE FOR IMPACT

- Decisions made by Planning Officers have a financial impact and impacts on the reputation of the Council if they get it wrong.
- Project manage major and complex cases, using professional judgment to negotiate maximise community benefits of development. To make robust and defensible recommendations on planning and related cases to ensure cases progress with minimal delay and high level of professionalism, accurate and timely advice. Reputation and financial implications for Council if this is not achieved.
- Represent the Council as professional witness at public inquiries, hearings, prosecutions and other cases.
- Give advice to Councillors as appropriate to ensure that all decisions are robust, defensible and avoid costs to the Council, avoid financial and legal implications for the Council.
- Advise other team members in the conduct of the teams to ensure efficient and effective operation of the Team and that the Council's performance targets are met.
- Provide input into the Service to ensure overall flexibility, awareness of issues and ensure up to date on legislation etc.
- Using professional competence around issues of guidance on enforcement, acceptability against local and national planning policy, interpretation of technical breaches. Balancing up benefits or disbenefits of cases. Negotiating with developers and complainants to maximise benefits for community.

PLANNING/ORGANISING/CONTROLLING

- N/A

CUSTOMERS AND CONTACTS

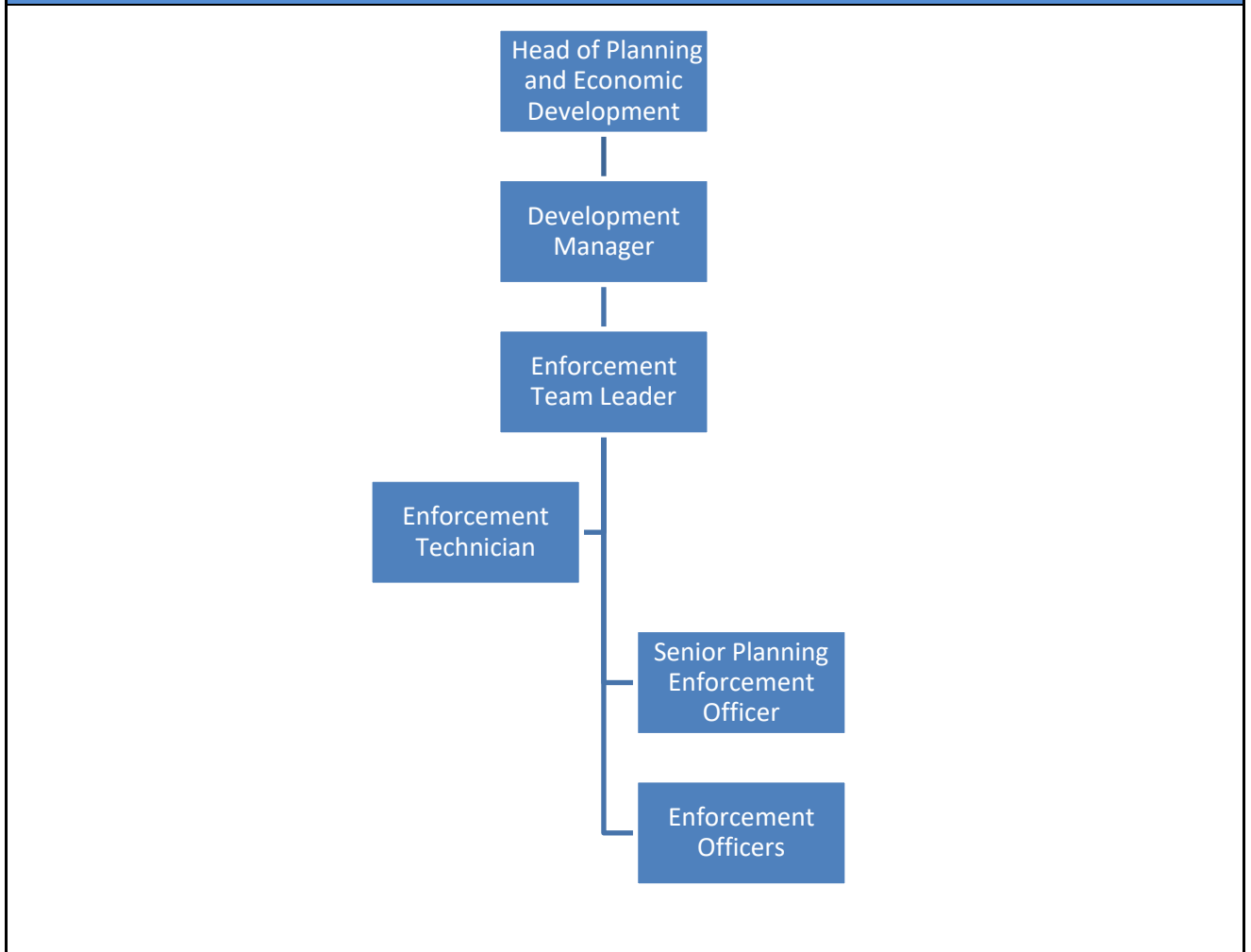
INTERNAL

- All Service staff
- Legal Section
- Democratic Services
- Environment and Leisure Service

EXTERNAL

- Applicants
- Agents
- Residents
- Developers
- Amenity Societies
- County Council Officers including Highway Authority Officers
- Police

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to **fully demonstrate all essential criteria** within their application form marked **A/C**, **A/I/E** or **A/I**, to be shortlisted for this role.

PERSON SPECIFICATION				
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
QUALIFICATIONS / EDUCATION / TRAINING / EXPERIENCE	<p>Degree in Planning or equivalent</p> <p>Demonstrate actively working towards achieving Full Chartered membership of the RTPI.</p>	<p>A/C</p> <p>A/C</p>	<p>Full Chartered membership of the Royal Town Planning Institute (RTPI)</p>	
KNOWLEDGE / TECHNICAL SKILLS	<p>Competence in range of complex planning issues, including planning enforcement legislation and national policy.</p> <p>Clear analytical thinker. Able to demonstrate sound professional judgement.</p> <p>Competent in the use of IT</p> <p>Experience in writing and issuing Notices</p>	<p>A/I/E</p> <p>I/E</p> <p>A/I/E</p>	<p>Awareness of Safeguarding</p> <p>Project management expertise</p> <p>Experience in determining planning applications</p> <p>Experience in dealing with enforcement appeals.</p>	<p>I</p> <p>A/I</p>
COMMUNICATION	<p>Good oral and written communication and negotiation skills.</p> <p>Conflict resolution and mediation skills.</p> <p>Ability to present clear written and oral reports.</p>	<p>A/</p> <p>A/I</p> <p>A/I</p>		

CUSTOMER SERVICE	Commitment to customer care.			
	Ability to display a calm, professional approach to customers, including difficult situations where there is conflict.			
	Understanding of and commitment to promoting equality and diversity in service delivery and employment.			
TEAM WORKING	Able to work effectively as a team.			
MANAGING SELF AND OTHERS	Good organizational and time management skills		Ability to manage projects.	
CAN DO APPROACH / ACHIEVING RESULTS	Positive approach to problem solving.			
	Demonstrable ability to meet targets and of performance management.			
ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST*	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet.	A/I		
	Ability to carry out site visits.	A/I		
	Able to attend evening Meetings including Committee meetings.	A/I		
	Full and valid driving licence.	A/C		

* Please note that Waverley Borough Council cannot guarantee to supply you with the provision of equipment such as laptop, tablet, mobile phone or pool vehicle

How assessed

- A = Application CV/Personal Statement
 C = Certificates/professional Registration
 D = DBS police check
 E = Exercise
 I = Interview
 M = Medical assessment

Politically Sensitive post: Political Restrictions

Please note that the Local Government Officers (Political Restrictions) Regulations 1990 apply to this post. In general terms these provisions mean that the postholder is prohibited from:

- holding or standing for elected public office (except Town or Parish Councils);
- holding office in a political party;
- speaking or writing in public (including on social media) in a personal capacity in a way that might be regarded as favouring one or other political party;
- canvassing at elections

Job title:	Senior Planning Enforcement Officer	Post no:	CA40
Service:	Planning and Economic Development	JE score:	291
Team:	Development Management	Pay band:	PLN6
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Full time

Competencies: (level 1 – 4)	Communication:	2	
	Customer Service:	2	
	Team Working:	2	
	Managing Self and Others:	2	
	Can do approach/Results	2	
	Paul McKim		April 2019
CHECKED IN BY:	HR		April 2022