

# Team Leader (Planning Enforcement)



## Job Description

<b>Post</b>	Team Leader (Planning Enforcement)	<b>Department</b>	Planning
<b>Salary Grade</b>	M4	<b>Salary Range</b>	(£41,438 - £45, 462)
<b>Hours</b>	37	<b>Location</b>	Pippbrook, Dorking
<b>Reports to</b>	Development Management Manager		
<b>Responsible for</b>	The Planning Enforcement Team		
<b>Post Objective</b>			
To be responsible for the efficient and effective day to day management of the Planning Enforcement Team, ensuring that alleged breaches of planning control are investigated within target times, that enforcement action is taken where expedient and those alleging a breach of planning control are advised of the outcome of the Planning Enforcement Team’s investigation.			
<b>Main Duties</b>			
Support the Development Management Manager in providing a high quality and professional Planning Enforcement service to all customers in a timely manner and contribute to the delivery of the Development Management Service Plan.			
With the Development Management Manager and Development Management Team Leaders, foster a one-team approach with the planners managing planning applications.			
Lead the Planning Enforcement Team dealing with all matters relating to alleged breaches of planning control using the full range of available enforcement tools.			
Liaise with the Team Leaders (Development Management) over the deployment of the Senior Planning Officer (Development Management & Enforcement) so as to achieve the efficient distribution and flow of work in the interests of best meeting the needs of the service.			
Manage the day to day workload of the Panning Enforcement Team, promoting efficient and effective decision making in relation to alleged breaches of planning control having regard to Mole Valley District Council’s Local Enforcement Plan, Development Plan, service quality standards, customer care objectives and key performance indicators			
Ensure efficient and effective systems and processes are in place and maintained to track and monitor cases of alleged breaches of planning control so that Members of the District Council and complainants receive regular updates on the progress of enforcement cases.			
Analyse evidence and scrutinise reports on alleged breaches of planning control and make delegated decisions about the action to be taken in consultation with the Legal Services Manager where appropriate; prepare case reports on major breaches of planning control and provide evidence at appeals against Enforcement Notices and related action.			
Scrutinise appeal submissions to ensure MVDC’s decisions to take enforcement action are defended appropriately.			
Take the lead on processing allegations of significant breaches of planning control.			

Review and ensure the Mole Valley Local Enforcement Plan (2012) is fit for purpose and the Enforcement Register is kept up to date.

Monitor performance in dealing with alleged breaches of planning control.

Provide Members with monthly updates of the location and nature of alleged breaches of planning control, including open cases and those awaiting registration.

Ensure all members of staff in the Planning Enforcement Team are fully trained and kept up to date with changing legislation, processes and best practice; mentor junior staff and assist in their training.

Assist with Member training.

Attend Parish Council and public meetings occasionally and other meetings when appropriate

Deputise for the Development Management Manager as appropriate.

To be aware of the Council's policy on Risk Management and to escalate any new, emerging or potential risks to the post holder's line manager.

Carry out such duties as may be required by the Development Management Manager as appropriate to the post.

To ensure that all necessary data is provided in an accurate, reliable and timely manner, and is fit for purpose in accordance with the Council's Data Quality Policy.

Health and Safety – to work in accordance with the Council's commitment to provide a healthy and safe working environment including the promotion and implementation of health and safety policies and procedures

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## Person Specification

	Essential
<b>Experience and Knowledge</b>	<p>Considerable previous experience in a planning enforcement environment in different local planning authorities.</p> <p>Experience of working under pressure to deadlines.</p> <p>Experience of presenting evidence at hearings and public inquiries.</p> <p>Experience of working in a customer facing environment.</p> <p>An impressive record of continuous professional development</p>
<b>Education and Qualifications</b>	<p>Full member of the Royal Town Planning Institute</p> <p>Post graduate planning qualification or degree in Town and Country Planning.</p>
<b>Skills</b>	<p>Have a positive attitude and be able to manage a demanding caseload of alleged breaches of planning control within time frames.</p> <p>Able to lead by example and motivate team members to achieve a timely through put of work to a high standard in a professional environment</p> <p>Good interpersonal skills to foster effective relationships both within and outside MVDC including advising elected Members.</p> <p>Able to assimilate significant amounts of information, identify the key issues and reach conclusions on the appropriate action to take.</p> <p>Ability to see the whole picture while having an eye for detail.</p> <p>Computer literate and experience of use of a planning database, GIS and Microsoft Word.</p> <p>Ability to mentor and develop junior members of staff.</p>
<b>Special Aptitudes</b>	<p>Have the confidence to lead, make decisions, find solutions to challenges and work independently with minimal supervision.</p> <p>A flexible approach to changing work demands.</p> <p>Commitment to turn MVDC's policies and objectives into reality</p> <p>Committed to providing a high quality professional and courteous</p>

	<p>service</p> <p>Be able to manage the challenges posed by those who are alleged to have breached planning control and the expectations of those making allegations that planning control is being contravened.</p>
<b>Job Requirements</b>	Hold a current driving licence and have a vehicle for use at all times for Council business.

Employee Signature		Date	
Manager's Signature		Date	
Job Description Template updated Jan 2018			