

Role Specification – Senior Planning Enforcement Officer

Service Area	Planning
Role Title	Senior Enforcement Officer
Location	Oxted/Agile
Reports to	Principal Enforcement Officer
Grade/Salary	M2 - £35,749 - £40,604
Duration/Hours	Permanent – 37 hrs per week

Service Area Purpose

This role will sit within the Planning Development Management team, which is responsible for principally dealing with planning applications, planning appeals, tree work applications and enforcement.

Specific Responsibilities

- To assist the Principal Enforcement Officer in the provision of an efficient and effective planning enforcement service in accordance with adopted service standards and defined performance indicators.
- To be responsible for a personal caseload of alleged breaches of planning control, to include negotiation with applicants, investigations and the preparation of reports and recommendations, working closely with the Senior and Principal Planning Enforcement Officers to ensure that complaints of unauthorised development are dealt with effectively and efficiently.
- To draft, serve and monitor compliance with Enforcement, Breach of Condition, Section 215, Planning Contravention and similar Notices for minor breaches of planning control and to assist in the collation of evidence.
- To prepare Written Representation appeal statements.
- To assist in the preparation of proofs of evidence and enforcement case work and associated reports and legal notices as required.
- Liaising with other departments in the Regulatory Services department, including development management and providing a joined-up approach to cases.
- To undertake such other work as may be required from time to time by the Head of Planning, consistent with the duties and grading of the post.

Person Specification:

Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none">• Working towards relevant degree or professional qualification.• Evidence of a commitment to continuous professional development.	<ul style="list-style-type: none">• Degree or equivalent.• Membership of Royal Town Planning Institute.

Experience

Essential	Desirable
<ul style="list-style-type: none">• Managing conflicting priorities sometimes under pressure.• Experience of working with Councillors within the planning enforcement process and an understanding of key corporate issues.• Working in a matrix environment where cross team and corporate working are essential.	<ul style="list-style-type: none">• Some experience in contributing to policy/ service development and/or implementation.

Key Skills and Knowledge

Essential
<ul style="list-style-type: none">• Good report writing skills.• Good communicator with ability to communicate effectively with a range and variety of audiences, and work well with teams.• Good influencing skills.• Ability to assimilate complex as well as difficult/ varied information and to exercise judgement and creative thinking in resolving a range of difficult problems and developing solutions.• Able to deliver results and performance improvements.• Ability to deliver high levels of stakeholder and customer service.• Ability to think innovatively and practically.• Some knowledge of Council services, systems and procedures.• Awareness of the need for accuracy and attention to detail.• Well organised and methodical.

- Ability to work on own initiative.
- Resourceful and flexible in approach.
- Proficient in MS Office.
- Full driving licence and use of a car.
- Understanding of the broad requirements of the data protection principles.
- A commitment to equality and diversity.