

Role Profile and Specification - Senior Planning Enforcement Officer

| Service Area | Planning Service |
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| Role Title | Senior Planning Enforcement Officer |
| Location | Oxted/Agile |
| Reports to | Planning Enforcement Manager |
| Salary/Grade | M2 |
| Duration/Hours | Permanent - 37 hours per week |

Service Area Purpose

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

Job Purpose

- To assist in providing an effective and efficient Planning Enforcement Service in accordance with statutory requirements, approved policy and the Council's policies, procedures, and targets.
- To manage your own caseload and be directly responsible for negotiating and processing a range of enforcement cases, writing reports, recommending action and drafting notices.
- To investigate complaints of unauthorised development which are reported by members of the public and councillors and to investigate development sites during construction to ensure compliance with approved plans and relevant planning conditions.

Key Objectives

As a Senior Planning Enforcement Officer, you will take ownership of cases of alleged breaches of planning control, undertaking an investigation and site visit, and initially working with the owner to seek to rectify the breach of planning control where appropriate action.

Specific Responsibilities

- Undertake site investigations and evidence gathering for complex breaches of planning control.
- Liaise with key stakeholders as required.
- Prepare appeal statements and proofs of evidence and associated reports for complex planning enforcement and legal notices as required.

- Serve and monitor compliance with Enforcement, Breach of Condition, Section 215. Planning Contravention and similar Notices for breaches of planning control.
- Prepare Written Representation appeal statements and to assist in the preparation of proofs of evidence and associated reports and legal notices as required. To represent the Council at hearings on enforcement related matters
- To update customers and councillors in accordance with Council policies, procedures and targets to maintain a high level of customer service.
- Prepare and present clear and informative committee reports as required.
- To assist other team members when appropriate in dealing with breaches of planning control and enquiries, including giving professional advice and technical guidance on enforcement matters of all complexities.
- Ability to manage own workload with minimum supervision.
- To provide support and mentoring of lower graded enforcement team members.
- To keep up to date to with changes to national planning policy, legislation and key appeal and Court decisions.
- Occasional ad hoc duties outside normal office hours if required (out of hours supplement will be paid).
- To maintain professional competence by assimilating knowledge of new legislation and guidance relating to the enforcement of planning controls and other planning matters
- To undertake any additional duties of a similar level of responsibility as may be required from time to time.

Person specification

Qualifications / Education

| Essential | Desirable |
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| <ul style="list-style-type: none"> • Qualification to degree level/NVQ in a planning related discipline or significant experience working in planning enforcement. • Current UK Full driving licence and use of a vehicle. | <ul style="list-style-type: none"> • Qualification recognised by the Royal Town Planning Institute. • Evidence of a commitment to continuous professional development. |

Experience

| Essential | Desirable |
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| <ul style="list-style-type: none"> • Significant experience of successfully working in a planning enforcement role to a high professional standard. | <ul style="list-style-type: none"> • Giving evidence in court / at planning Hearings. • Understanding of Regulation of Investigatory Powers Act, Police and |

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| <ul style="list-style-type: none"> • Experience of managing a significant and complex caseload of enforcement and appeals under the Town and Country Planning Act. • Excellent understanding of Planning Law and National Planning policies/guidance relating to Planning Enforcement. | <p>Criminal Evidence Act, Criminal Procedure & Investigations Act, The Human Rights Act, and General Data Protection Regulations.</p> <ul style="list-style-type: none"> • Some experience of managing or mentoring staff. |
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Key Skills and Knowledge

| Essential |
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| <ul style="list-style-type: none"> • Excellent IT skills, including use of MS Office software and Document Management systems. • 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. • Excellent 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. • Able to manage conflict successfully. • Ability to deliver high levels of stakeholder and customer service. • Managing conflicting priorities sometimes under pressure • Awareness of the need for accuracy and attention to detail. • Ability to research and problem solve. • Ability to work on own initiative. • Resourceful and flexible in approach. • Understanding of the requirements of the data protection principles. • Good understanding of and a commitment to equality and diversity. |