

# Epsom & Ewell Borough Council

## Role Profile

<b>Role Title:</b>	Planning Enforcement Officer
<b>Job Family:</b>	Supervisor / Professional Support (G6)
<b>Service:</b>	Planning
<b>Location:</b>	Town Hall
<b>Reporting To:</b>	Middle Manager / Senior Professional

<p><b>Role Purpose:</b></p> <p><i>Why the role exists and its contribution</i></p>	<p>To provide effective support within a technical and professional service which supports the service to maintain the high standards and meet statutory requirements.</p> <p>As a member of the council's team, contribute to the achievement of the Council's corporate vision, behaviours and priorities and the development of the Council's positive high performing culture.</p> <p>To provide and assist in the effective delivery of the Council's planning enforcement function to agreed performance standards to ensure the integrity of the planning system. To investigate, consider and report on alleged breaches of planning control in order to bring about formal enforcement action as appropriate. To provide expert advice and guidance on planning enforcement matters.</p>
--	---

### Main Duties and accountabilities

<p><b>Service Specific</b></p>	<ul style="list-style-type: none"> <li>• Providing specialist support to the Development Management Team on planning enforcement related issues.</li> <li>• Providing specialist support to the Development Management Team on the GPDO.</li> <li>• Advising Members, developers and residents on issues related to planning control breaches</li> <li>• To undertake site visits, appraisal of proposals and negotiations with residents and complainants on breaches of planning control.</li> <li>• To prepare reports for all investigated planning enforcement cases.</li> <li>• To undertake formal interviews in accordance with the rules of the Police and Criminal Evidence Act 1984 (PACE).</li> <li>• To prepare and assist others in reports, presentations and to present to planning committee.</li> </ul>
--------------------------------	---

	<ul style="list-style-type: none"> <li>• To prepare statements for Written Representation Appeals (Planning and Enforcement) and to assist or undertake the preparation and presentation of evidence at Public Inquiries and Hearings.</li> <li>• Provide planning duty services.</li> <li>• Advising the public, agents, developers etc on the interpretation of Council Policy and the likelihood of obtaining planning permission.</li> <li>• Liaise with other Council departments and a wide range of other Public and Private Agencies to further the control and investigation of breaches of Legislation.</li> </ul>
<b>Generic Duties</b>	<p><b>Supervisor</b></p> <ul style="list-style-type: none"> <li>• Assist in the development of ideas and recommendations for doing things more efficiently recognising and furthering the feedback from the team</li> <li>• Deal with problems as they occur, taking instruction from a manager when required to ensure a speedy response</li> </ul> <p><b>Professional Support</b></p> <ul style="list-style-type: none"> <li>• Provide support to a technical and professional service to help ensure council statutory obligations are adhered to through investigations, inspections and enforcements in accordance with relevant legislation, codes of practice and other regulatory instruments.</li> <li>• To act as first point of contact for customers and resolve straightforward queries.</li> <li>• Support and assist with project work.</li> <li>• To collate and present relevant data/information to enable the organisation to make informed decisions.</li> <li>• To seek, build and maintain good relationships with senior managers, business partners, other Councils and all levels of staff.</li> <li>• To manage processes within the service to ensure smooth delivery of services.</li> </ul>

<b>The key decision making areas in the role</b>
<ul style="list-style-type: none"> <li>• Make day-to-day decisions on planning enforcement cases within defined terms of reference.</li> </ul>

- Make recommendations as to the expediency of taking enforcement action.

Manage own workload and priorities work to ensure statutory and service targets are met.

### **Customers and contacts**

- Knowledge of other service areas within the Council.
- Frequent contact with colleagues within Development Management and other areas such as Environmental Health, Property etc.
- Frequent contact with Members, members of the public and other stakeholders

### **Dimensions of the role**

<b>Financial</b>	<b>Non-financial</b>
-	<ul style="list-style-type: none"> <li>• No direct reports</li> <li>• C. 200 planning enforcement cases per year.</li> </ul>

# Person Specification

<b>Qualifications and Training</b>	Essential (E) or Desirable (D)	Application	Interview/ Assessment
Relevant Degree level qualification	D	X	
Maintain professional development and training required to undertake the role	E	X	
<b>Knowledge and Experience</b>			
Customer services experience	E	X	X
Knowledge of the statutory regulatory framework relating to Planning services	E	X	X
Ability to negotiate and influence in demanding environments	E	X	X
Ability to gain trust and respect of all stakeholders	E	X	X
<b>Skills</b>			
Excellent Analytic and problem solving skills	E	X	X
Ability to persuade and influence others through highly effective communication, presentation and report writing skills	E	X	X
Ability to read and understand plans	E	X	X
Computer literacy	E	X	X
Ability to promote a culture of excellent customer service	E	X	X
Ability to build and maintain effective relationships with key partners and stakeholders	E	X	X
Ability to work in a busy environment with multiple priorities and tight deadlines	E	X	X
<b>Additional Requirements</b>			
No contra-indications in personal background or criminal record indicating unsuitability in this role	E	X	
Legally entitled to work in the UK.	E	X	