



MID SUSSEX DISTRICT COUNCIL

JOB DESCRIPTION

JOB TITLE:	Trainee Planning Officer - Enforcement
POST NO:	EDEV038
SALARY:	£23,893 to £24,702 whilst training, then progressing to £30,825 to £33,024 when qualified.
SERVICE AREA:	Planning and Sustainable Economy
RESPONSIBLE TO:	Senior Planning Officer, Team Leader Planning for Enforcement and Trees
RESPONSIBLE FOR:	Providing technical support to the Senior Planning Officer and Team Leader within the Enforcement Team, investigation of contraventions of planning regulations, and processing of resultant planning applications.

MAIN PURPOSE:

To investigate alleged breaches of planning control, process resultant planning applications and assist with the taking of formal enforcement action.

To discharge the duties of the post in accordance with the Council's Enforcement Policy, Development Management Customer Charter and Enforcement Charter.

MAIN DUTIES/RESPONSIBILITIES:

1. To attend day release planning course.
2. To prepare recommendation reports for clearance by the Head of Development Management on delegated planning applications in relation to cases generated by enforcement investigations, applications to be reported to planning committee (where necessary), reports recommending closure of enforcement investigations.

3. To carry out investigations in relation to complaints alleging breaches of planning law and regulations including interviewing members of the public.
4. To maintain adequate records to enable the monitoring of progress on all Planning Investigation matters, including use of computerised administration system.
5. To prepare and serve notices and summonses by hand as required, under supervision.
6. To prepare reports and evidence in connection with enforcement procedures or magisterial proceedings.
7. To check planning conditions and enforce compliance with such conditions as required.
8. To liaise with Development Management colleagues, including case officers on planning applications.
9. To work with all staff to ensure a good working relationship with members, our customers and other stakeholders on enforcement matters and assist in maintaining a service responsive to customer needs.
10. To deal with correspondence effectively and promptly with the general public including site visits, dealing with vulnerable people and challenging situations.
11. To prepare and present statements and evidence on planning enforcement appeals and support colleagues at hearings and appeals...
12. To keep the Team Leader and Head of Development Management advised of difficulties and planning complaints. This will involve assisting the Head of Development Management to consider, investigate and respond to formal complaints in accordance with the Council's procedures
13. To negotiate with applicants, agents and consultees on the acceptability of proposals, seeking advice from senior colleagues if required.
14. To ensure that filing of correspondence and other administrative duties in relation to planning applications are undertaken on a regular basis
15. To keep up to date to with changes to national planning policy, legislation and key appeal and Court decisions. To liaise with wider team where appropriate regarding on-going investigations.
16. To keep up to date with the flow of applications, pre-applications and generally maintain the quality of work and integrity of the service.
17. To assist the public with enquiries related to enforcement, either through phone, email, letter or face to face and to deal with correspondence effectively and promptly.
18. To negotiate S106 obligations, including instructions to Legal and checking of draft agreements, where necessary.

19. To assist with other administrative duties that may from time to time be required for the efficient running of the Development Management Team.

20. To undertake such other duties as may be reasonably required by the Development Manager.

Special Conditions

It is a requirement of the post that the postholder hold a current driving licence enabling him/her to drive a car. The postholder must ensure that the insurance cover includes use on the employer's business.

The Council operates a Local Lump Sum Car Allowance Scheme which is comparable with the NJC National Car Allowance Scheme. Eligibility to receive a car allowance will be based on the requirement for essential car usage to undertake the duties of your post and no less than annual mileage of 250 miles, which will be recorded and verified by your designated line manager on a monthly basis. It is a requirement that all essential car users receiving a lump sum payment submit up to date mileage information, on a monthly basis, so that the Payroll Officer is able to process correct information to the HMRC at year end. Failure to record and report mileage undertaken to your employer may forfeit your right to receive a car allowance.

Your eligibility to receive a Car Allowance will be reviewed on an annual basis by your Head of Service in conjunction with the Head of Digital and Customer Service. The Council reserves the right to review, amend or withdraw the car allowance subject to consultation with you. A period of three months' notice to terminate the status and associated allowance will be given to any employee who no longer meets the required criteria. There will be no entitlement to any further car allowance.

**MID SUSSEX DISTRICT COUNCIL
PERSON SPECIFICATION**

JOB TITLE: Trainee Planning Officer (Planning Enforcement)

BUSINESS UNIT: Development Management

POST EDEV038

DATE: February 2024

	ESSENTIAL	DESIRABLE
Qualifications Educational/Professional	Service-related degree or level 6 qualification with a willingness to study at Brighton University for the Chartered Town Planner Master's Degree Apprenticeship	
Work Experience	General office experience. Experience of dealing with members of the public.	
Special Aptitude/Skills	Administrative and organisational ability. Good interpersonal skills. Ability to work to deadlines. Accurate approach to work. IT literate, especially Microsoft office suite. Ability to work outdoors in all conditions	Ability to speak in public and give evidence in court / planning hearings.
Knowledge	Some knowledge of the planning system and demonstrable interest in developing a career in planning.	Understanding of local government.

<i>Disposition/Attitude</i>	To be able to work with colleagues in a small team. Positive and friendly approach to working life.	
<i>Other Attributes</i>	Able to drive and have access to a car for work. Ability and willingness to undertake work outside normal office hours when necessary.	Intention to pursue a career in planning.

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