

# JOB PROFILE

## Planning Officer Enforcement

Overview	
<b>Post No.</b>	EDEV038
<b>Grade</b>	Grade 5
<b>Directorate</b>	Planning and Sustainable Economy
<b>Service Area</b>	Development Management
<b>Team</b>	Planning Enforcement & Trees
<b>Reporting to</b>	Senior Planning Officer (Enforcement) Team Leader, Planning Enforcement & Trees

### The Job

Investigation of breaches of planning control and preparation and service of enforcement and other notices; processing of related enforcement appeals; the processing of resultant planning applications, other applications and related appeals; general planning advice on enforcement matters, and attendance at planning committee meetings where necessary.

### Main Duties & Responsibilities

- To discharge the duties of the post in accordance with the Council's Enforcement Policy, Development Management Customer Charter and Enforcement Charter.
- To prepare recommendation reports for clearance by the Head of Development Management on delegated planning applications in relation to cases generated by enforcement investigations, and applications to be reported to planning committee (where necessary).
- To carry out investigations in relation to complaints alleging breaches of planning control including interviewing members of the public.
- To maintain adequate records to enable the monitoring of progress on all Planning Investigation matters, including use of computerised administration system.
- To prepare and serve enforcement notices, breach of condition notices, planning contravention notices, s.215 notices, orders and planning summonses by hand as required.
- To prepare reports and evidence in connection with enforcement procedures or magisterial proceedings.
- To check planning conditions and enforce compliance with such conditions as required.
- Working 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.
- To deal with correspondence effectively and promptly with the general public including site visits, dealing with vulnerable people and challenging situations.
- To prepare and present statements and evidence on planning enforcement appeals which includes written representation and public hearings and attendance at appeal site inspections. To assist senior staff with more complex appeal work.
- 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.
- To negotiate with applicants, agents and consultees over the acceptability of proposals, seeking advice from senior colleagues if required.
- To ensure that filing of correspondence and other administrative duties in relation to planning applications are undertaken on a regular basis, whether by scanned documents or uploaded to the website.

- 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.
- To keep up to date with the flow of applications, pre-applications and generally maintain the quality of work and integrity of the service.
- 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.
- To negotiate S106 obligations, including instructions to Legal and checking of draft agreements, where necessary.
- To assist with other administrative duties that may from time to time be required for the efficient running of the Development Management Team.
- To undertake such other duties as may be reasonably required by the Head of Development Management.

### 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.

The grade for this post is determined by Job Evaluation.

Professional and Personal Attributes	
<b>Qualifications Educational and Professional</b>	Degree in Planning or related planning related subject (Essential) Membership of Royal Town Planning Institute (Desirable)
<b>Knowledge</b>	Understanding of planning law and policies relating to Enforcement, Planning and Development Management (Essential) Knowledge of Mid Sussex (Desirable) Knowledge of the following statutes: Police & Criminal Evidence Act, Regulation of Investigatory Powers Act, Criminal Procedures & Investigations Act (Desirable) Knowledge of the law concerning harassment and anti-social behaviour (Desirable)

<b>Experience</b>	<p>Experience in Development Management work (Essential)</p> <p>Experience of investigative work and dealing with the public, including conflict management (Essential)</p> <p>Processing planning applications and appeals (Essential)</p> <p>Preparation of committee reports (Essential)</p> <p>Experience of giving planning advice (Essential)</p> <p>Attendance at planning committees (Desirable)</p>
<b>Political Skills</b>	<p>Bility to communicate effectively in writing and orally to Members, officers and the public (Essential)</p>
<b>Personal Behaviours</b>	<p>Flexible and enthusiastic approach (Essential)</p> <p>Ability to work in a small team (Essential)</p> <p>Diplomatic approach to work (Essential)</p>
<b>Other</b>	<p>Ability to plan and co-ordinate a diverse and varied work programme (Essential)</p> <p>IT literate (Essential)</p> <p>Physical fitness and ability to work outdoors in all conditions (Essential)</p> <p>Full driving licence and use of own vehicle (Essential)</p> <p>Ability and willness to undertake work outside of normal office hours when necessary (Essential)</p>

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not meant to be a detailed list of all duties and responsibilities which may be required. It will be supplemented and further defined by objectives set at appropriate times, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed