

Job Description

Principal Planning Officer (Enforcement)

Final

Date: September 2017

POST: Principal Planning Officer (Enforcement)
SERVICE: Regulation
SECTION: Planning Services
BAND: 8
REPORTS TO: Planning Enforcement Manager
RESPONSIBLE FOR: Planning Enforcement Investigating Officer
TYPE: Hot Desking and Agile/ Mobile Working

All Council posts are covered by National Joint Council (NJC) conditions of service.

Basildon Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors and volunteers to share its commitment to prevent abuse, harm or exploitation.

Please note that the Council applies a robust recruitment vetting process.

MAIN PURPOSE

To provide and contribute to the effective delivery of the Council's planning enforcement function to agreed performance standards, to ensure the integrity of the planning system.

To assist in the supervision of the Enforcement Team and deputise for the team manager in his absence.

To lead on the investigation of more complex enforcement cases and progress suitable remedies including the taking of appropriate formal action to ensure public confidence is maintained in the planning regime.

To provide expert advice and guidance on planning enforcement and associated matters.

To prepare detailed reports, together with the drafting of formal notices, appeal and witness statements along with the process planning and other applications as required.

To represent the Council at Planning Inquires and Hearings, and other legal proceedings together with attendance at Planning Committee and the taking part in other corporate led initiatives as directed.

GENERAL INFORMATION

The Planning Enforcement Team is a stand-alone team of professional and investigatory officers that sits within Regulatory Services division of the Resourcing and Place Shaping Directorate. It collaborates closely with the Development Management Teams to deliver the Council's planning function, to ensure the integrity of the service through the delivery of effective enforcement of planning controls to underpin compliance with planning policy and legislation throughout the Borough.

DUTIES

1. Under the direction of the Enforcement Manager, assist with the supervision of the Enforcement Team by providing expert advice, support, general guidance and mentoring to other team members including deputising for the Enforcement Manager in his absence.
2. Lead on the detailed investigation of more complex enforcements cases as allocated by the Planning Enforcement Manager, including the entering into negotiations with interested parties to bring about the resolution of such cases and where necessary instigate the pursuance of formal action as appropriate to the severity of the breach.
3. Provide advice and guidance to other team members in respect of the investigation and resolution of all other cases as required.
4. Ensure that the details of all investigations undertaken and evidence gather is accurately recorded on the Council's computerise record systems, including the recording of all correspondence, actions taken and notices issued to ensure that an accurate record of a case's progression towards conclusion is maintained.
5. Deal with all forms of correspondence and enquiries generated by the Council's customers, including Ward Councillors and Members of Parliament in accordance with the Council's agreed response times, to ensure that all responses are electronically recorded on the Council's computerise record systems.
6. Undertake to assess the planning merits of identified unauthorised development, including the evaluation of harm caused and set out in report form the recommended remedy, including where appropriate the expediency of pursuing formal action, together with the preparation and service of all formal notices as necessary, in accordance with the Council's adopted planning enforcement policy and planning legislation, along with the recording of all decisions made and actions taken.
7. Prepare detailed written reports on enforcement investigations, including reports justifying formal enforcement action and where necessary present those reports to Planning Committee or senior officers as required.
8. Process planning and other applications arising from the investigation of alleged breaches of planning control, including the setting out in report form the recommended resolution of such applications and when required presenting those reports to Planning Committee or senior officers as required.
9. Deal with all types of planning and enforcement appeals including the preparation of appeal statements, proofs of evidence and the giving of evidence at Informal Hearings and Public Inquiries.
10. Ensure that all investigations are carried out in accordance with the requirements of RIPA (Regulation of Investigatory Powers Act 2000) and that all formal interviews undertaken are carried out in accordance with the requirements of PACE (Police and Criminal Evidence Act 1984).
11. Foster good working relationships with other Council services, stakeholders, external agencies and partner organisations to achieve an effective corporate approach to the enforcement of planning controls.

12. Maintain professional competence commensurable to the post by assimilating knowledge, legislation and guidance relating to the enforcement of planning controls, development management and other planning matters through the reading of professional journals and attending relevant training courses, meetings, conferences and seminars as required.
13. To undertake all duties within the framework of equal opportunities.
14. Any other duties appropriate to the post. These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".
15. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management.

PERSON SPECIFICATION

Position Title:	Principal Planning Officer (Enforcement)	Date Prepared:	September 2017
Department:	Regulation	Band:	8

AF= Application Form	I = Interview	T= Test
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	REQUIREMENTS	Essential	Desirable	Assessed
1.	KNOWLEDGE AND EXPERIENCE			
1.1	Detailed experience and working knowledge of planning enforcement and development management within a local planning authority environment.	✓		AF/I/T
1.2	Working knowledge of current planning legislation and practice as it relates to the enforcement of planning controls, together with a good appreciation of current planning and enforcement issues.	✓		AF/I/T
1.3	Excellent general computing skills, including the use of Microsoft Office applications, information databases and GIS systems for the electronic recording and researching of information.	✓		AF/I
1.4	Demonstrable experience of investigating complex enforcement cases, the pursuance of formal enforcement action, the processing of planning and other applications with minimal supervision.	✓		AF/I
1.5	Experience of dealing with planning and enforcement appeals, preparing statements and giving evidence at appeal Hearings and Inquiries		✓	AF/I
1.6	Clear written, verbal and presentational skills, including the writing of concise factual reports together with the ability to prepare and deliver complex presentations to a mix of audiences.	✓		AF/I/T
1.7	Extensive ability to negotiate positively at all levels to achieve desired outcomes.	✓		AF/I
1.8	Demonstrable ability to carry out site surveys, interpret plans, aerial surveys and photographs, research planning histories, evaluate gathered information and prepare detailed reports.	✓		AF/I/T
1.9	Experience of preparing and giving evidence in Court Proceedings.		✓	AF/I
1.10	Demonstrable ability to work remotely with minimal supervision, together with the preparedness to undertaken the occasional out of hours site visit and attend evening meetings when required.		✓	AF/I
1.11	Demonstrable ability to travel throughout the Borough and the physical agility to carry out site visits.	✓		AF/I

	REQUIREMENTS	Essential	Desirable	Assessed
1.12	Right to work in the UK	✓		AF/I
2.	COMPETENCIES			
	DECIDING AND INITIATING ACTION			
2.1	<ul style="list-style-type: none"> a) Makes prompt, clear decisions which may involve tough choices or considered risks b) Takes responsibility for actions, projects and people c) Takes initiative, acts with confidence and works under own direction d) Initiates and generates activity 	✓		AF/I/T
	PERSUADING AND INFLUENCING			
2.2	<ul style="list-style-type: none"> a) Makes a strong personal impression on others b) Gains clear agreement and commitment from others by persuading, convincing and negotiating c) Promotes ideas on behalf of self and or others d) Makes effective use of political processes to influence and persuade others 	✓		AF/I/T
	WRITING AND REPORTING			
2.4	<ul style="list-style-type: none"> a) Writes clearly, succinctly and correctly b) Writes convincingly in an engaging and expressive manner c) Avoids the unnecessary use of jargon or complicated language d) Writes in a well-structured and logical way e) Structures information to meet the needs and understanding of the intended audience 	✓		AF/I/T
	APPLYING EXPERTISE AND TECHNOLOGY			
2.5	<ul style="list-style-type: none"> a) Applies specialist and detailed technical expertise b) Develops job knowledge and expertise through continual professional development c) Shares expertise and knowledge with others d) Uses technology to achieve work objectives e) Demonstrates an understanding of different organisation departments 	✓		AF/I/T
	PLANNING AND ORGANISING			
2.6	<ul style="list-style-type: none"> a) Sets clearly defined objectives b) Plans activities and projects well in advance and takes account of possible changing circumstances c) Manages time effectively d) Identifies and organises resource needed to accomplish tasks e) Monitors performance against deadlines and milestones 	✓		AF/I/T

	REQUIREMENTS	Essential	Desirable	Assessed
3.	EDUCATION AND TRAINING			
3.1	Hold a degree or post graduate diploma in Town and Country Planning or related subject area.	✓		AF/I
3.2	Be a member of the Royal Town Planning Institute or be eligible for membership		✓	AF/I