

Job Description

Planning Enforcement Officer

Final

August 17

POST:	Planning Enforcement Officer
SERVICE:	Resourcing and Place Shaping
SECTION:	Regulatory Services
BAND:	6
REPORTS TO:	Planning Enforcement Manager
RESPONSIBLE FOR:	N/A
TYPE:	1) Hot desking or Agile/Mobile Working 2) Field worker

All Council posts are subject to 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

The delivery of a customer focused planning enforcement service in accordance with planning legislation, corporate priorities and best practice. To undertake the investigation of reported and suspected breaches of planning control in accordance with agreed performance standards and corporate priorities. To carry out site inspections and visits to establish the existence and severity of a reported or suspected breach of planning control. Seek to negotiate the resolution of breaches of planning control without having to resort to formal action and where negotiations have failed, recommend the instigation of appropriate formal action. Represent the Council in formal proceedings and prepare all necessary documentation.

GENERAL INFORMATION

The post holder will be based within the Council's Planning Enforcement Team and will be required to carry out a range of planning enforcement duties that contribute to the effective and efficient delivery of the enforcement of planning controls that strives to conserve, maintain and enhance the natural and built environment of the Borough.

DUTIES

1. The prompt customer focused investigation of reported and suspected breaches of planning control in accordance with the Council's adopted procedures.
2. To ensure that complaints are properly recorded on the Council's database.
2. To undertake all necessary background research in respect of the site under investigation.
3. To carry out site inspections and visits, to take measurements as required, to check that development accords with approved plans and is compliant with planning conditions, and to assess whether there is a breach of planning control requiring further action.

4. Advise transgressors of the breach and where possible seek to negotiate resolution without resorting to formal action.
5. Keep complainants and Councillors updated on the outcome or progression of their complaint.
6. Record the details of all site inspections, visits and conversations had with transgressors and complaints on the Council's database including the uploading of photographs and other documents as necessary onto investigation files.
7. The gathering of evidence and undertaking interviews in accordance with the rules of the Police and Criminal Evidence Act 1984 (PACE).
8. Write up reports justifying the taking of enforcement action, the instigation of prosecution proceedings or injunctive action in liaison with the Enforcement Manager and the Council's litigation team.
9. The production of witness statements and the acting as Council's witness in various planning and court proceedings including prosecution proceedings in the Magistrates Court and when necessary attending planning committee.
10. Deal with and respond to all forms correspondence relating to planning enforcement matters.
11. To ensure that all outstanding cases are regularly reviewed and progressed in a timely manner in accordance with the severity of the breach and corporate priorities.
12. Undertake the preparation and service of all formal notices in accordance with planning legislation and best practice.
13. Liaison with other services within the Council and other outside bodies to achieve a corporate response to confirmed breaches of planning control.
14. To maintain professional competence commensurable to the post by assimilating knowledge of new legislation and guidance relating to the enforcement of planning controls and other planning matters by attending relevant training courses, meetings, conferences and seminars as required.
15. To carry out all duties in accordance with the articles and protocols of the Human Rights Act, the Regulation of Investigatory Powers Act (RIPA) and the Equalities Act.
16. Undertake all the duties within the framework of Equal Opportunities.
17. 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".
18. 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:	Planning Enforcement Officer	Date Prepared:	August 2017
Department:	Regulatory Services	Band:	6

AF= Application Form	I = Interview	T= Test
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	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE AND KNOWLEDGE			
1.1	Have proven experience of enforcement investigatory and research work in a similar working environment.	✓		AF/I
1.2	Have proven ability to carry out site visits, undertake survey work, and deal with difficult people in awkward situations	✓		AF/I
1.3	Have clear written, verbal and presentational skills.	✓		AF/I/T
1.4	Have a proven ability in the use of computer technology including Microsoft products, GIS and other IT databases.	✓		AF
1.5	Have excellent verbal communication and interpersonal skills including the ability to negotiate with a variety of audiences.	✓		I
1.6	Have excellent organisational skills and the motivation to take the initiative in prioritisation of workloads.	✓		AF
1.7	Have the ability to work effectively both as an individual and within a team.	✓		AF/I
1.8	Have the ability to maintain precise records and present clearly documented evidence including the gathering and presentation of evidence in accordance with PACE.	✓		AF/I
1.9	Have experience of giving evidence at public inquiries and in the Magistrates Court.		✓	I
1.10	The willingness to acquire new knowledge and skills, in particular to promote improved service delivery and effective service outcomes		✓	I
1.11	The willingness when required to work unsocial hours.		✓	I
2.	COMPETENCIES			
1.1	DECIDING AND INITIATING ACTION a) Makes prompt, clear decisions which may involve tough choices or considered risks	✓		AF/I/T

	REQUIREMENTS	Essential	Desirable	Assessed
	<ul style="list-style-type: none"> b) Takes responsibility for actions, projects and people c) Takes initiative, acts with confidence and works under own direction d) Initiates and generates activity 			
3.2	<p>PERSUADING AND INFLUENCING</p> <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 or others d) Makes effective use of political processes to influence and persuade others 	✓		AF/I/T
3.3	<p>PRESENTING AND COMMUNICATING INFORMATION</p> <ul style="list-style-type: none"> a) Speaks clearly and fluently b) Expresses opinions, information and key points of an argument clearly c) Makes presentation and undertakes public speaking with skill and confidence d) Responds quickly to the needs of an audience and to their reactions and feedback e) Projects credibility 	✓		AF/I/T
4.1	<p>WRITING AND REPORTING</p> <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
6.3	<p>FOLLOWING INSTRUCTIONS AND PROCEDURES</p> <ul style="list-style-type: none"> a) Appropriately follows instructions from others without unnecessarily challenging authority b) Follows procedures and policies c) Keeps to schedules d) Arrives punctually for work and meetings e) Demonstrates commitment to the organisation f) Complies with legal obligations and safety requirement of the role 	✓		AF/I/T
3.	EDUCATION AND TRAINING			
3.1	Have a good standard of education with GCSE passes in English and Mathematics or equivalent vocational qualifications.	✓		AF/I

	REQUIREMENTS	Essential	Desirable	Assessed
3.2	Full driving license and access to own motor vehicle for business use	✓		AF/I/T