



## Role Description and Employee Specification

<b>Job Title:</b>	Principal Planning Enforcement Officer	<b>Location:</b>	Cirencester
<b>Department:</b>	Planning Services	<b>Service:</b>	Development Management
<b>Reports to:</b>	Head of Planning Services	<b>Working Hours:</b>	37 hours per week
<b>Salary:</b>	£48,947 - £52,992	<b>Peer Group:</b>	PG-G2
<b>Business World Post Number:</b>		<b>Job Group:</b>	Specialist Level 3
<b>Contract Type:</b>	Permanent	<b>Direct Reports:</b>	Senior Enforcement Officers, Enforcement Officers

<b>Overall purpose of the Post:</b>	The main purpose of this role is as a sub-team leader largely responsible for the assessment and throughput of the enforcement caseload and for the day-to-day supervision of the work and output of the Enforcement Team, as well as carrying a caseload of more complex and sensitive cases.
<b>Key Tasks and Responsibilities:</b>	<ul style="list-style-type: none"><li>• Deliver commitments and take ownership of own caseload of complex enforcement cases, reshaping of schemes to deliver required outcomes.</li><li>• Demonstrable promotion of good team performance management and service improvement.</li><li>• Implement and maintain an understanding of appropriate legislation, policy, procedure, business requirements and guidelines.</li><li>• Make recommendations related to the area of specialism to improve the organisations' effectiveness and efficiency in delivering services.</li><li>• Find solutions to non-routine and often complex situations.</li><li>• Act as the professional expert in the service area and liaison between customers, suppliers and colleagues for mutual benefit with a view to developing good working relationships.</li><li>• Presentation of complex and sensitive enforcement cases/briefing notes and reports at briefings.</li><li>• Develop and build relationships with stakeholders, influence others and collaborate with other functions and external bodies.</li><li>• Attend Committee, Cabinet Meetings and Member Workshops.</li><li>• Represent Enforcement on Council Working Parties.</li><li>• Ability to facilitate and manage ongoing change.</li><li>• Manage a multi-disciplinary team on technical cases and projects to a highly efficient and effective standard.</li><li>• Train/mentor and supervise more junior members of staff alongside dealing with the more complex and sensitive applications.</li><li>• Inspire and successfully motivate others towards shared objectives.</li><li>• Deputise for Head of Service as required</li><li>• Assist in the management of the team through appraisals, performance management, signing off applications under the scheme of delegation etc</li></ul>

<b>Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:</b>	<ul style="list-style-type: none"><li>• Educated to Planning related degree or equivalent in a relevant profession with relevant on the job experience</li><li>• Full Membership/ eligibility for the RTPI.</li><li>• Substantial experience at Senior Planner level.</li><li>• Ability to facilitate and manage ongoing change</li><li>• Ability to resolve complex issues and complaints by negotiation</li><li>• Ability to remain calm and confident when dealing with challenging customers and environments or when presenting</li><li>• Ability to inspire and successfully motivate others towards shared objectives</li><li>• Ensure all relevant customer and company information is captured and recorded accurately</li><li>• Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes</li><li>• Demonstrate commitment and resilience to succeed</li><li>• Ability to work independently under pressure and within tight deadlines</li><li>• Excellent written and verbal communication skills</li><li>• Competent in using a range of technology and software packages, including Microsoft and Microsoft Teams</li></ul>		
<b>Desirable Requirements Qualifications, Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Proven track record of working in a public sector or similar environment</li><li>• Knowledge, understanding or experience of project management</li></ul>		
<b>General Accountabilities:</b>	<ul style="list-style-type: none"><li>• The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment.</li><li>• Safeguarding – The Council is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities.</li><li>• Work in compliance with the Codes of Conduct, Regulations and policies of the council.</li><li>• To support the response to a major incident, including taking up a designated role within the emergency management framework.</li></ul>		
<b>Special Conditions:</b>	<ul style="list-style-type: none"><li>• You will be expected to work reasonable additional hours in line with the needs of the service.</li><li>• There may be a requirement to work at other locations to meet the needs of the business.</li><li>• Full UK Driving Licence.</li><li>• Ability to travel / access to a vehicle for work purposes.</li><li>• This is a politically restricted appointment within the meaning of the Local Government Act 1989 and regulations made there under</li></ul>		
<b>Date Reviewed:</b>		<b>Reviewed By:</b>	
<b>Checked by HRBP</b>		<b>Date of Issue:</b>	