



## Role Description and Employee Specification

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|------------------------------------|-------------------------------|------------------------|----------------------------------------|
| <b>Job Title:</b>                  | Planning Enforcement Officer  | <b>Location:</b>       | Cirencester                            |
| <b>Department:</b>                 | Planning Services             | <b>Service:</b>        | Development Management and Enforcement |
| <b>Reports to:</b>                 | Principal Enforcement Officer | <b>Working Hours:</b>  | 37 hours per week                      |
| <b>Salary:</b>                     | £33,489 - £36,845 per annum   | <b>Peer Group:</b>     | PG13                                   |
| <b>Business World Post Number:</b> |                               | <b>Job Group:</b>      | Case and Field Worker Level 2          |
| <b>Contract Type:</b>              | Permanent                     | <b>Direct Reports:</b> | N/A                                    |

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| <b>Overall purpose of the Post:</b>    | This role will support Senior Enforcement Officer's in identifying, investigating and seeking to resolve any breaches of planning control throughout the district. This is a wide-ranging role and the post holder will take on a case load of varied enforcement cases and deal with planning applications resulting from Planning Enforcement investigations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Key Tasks and Responsibilities:</b> | <ul style="list-style-type: none"><li>• Undertake all tasks associated with the investigation and monitoring of cases of alleged breaches of Planning control (including protected trees and listed buildings). These investigations may include reviewing the site history; assessing the extent of permitted development rights; interviewing and taking statements from developers, builders, complainants and others under the Police and Criminal Evidence Act; taking photographs and measurements; and comparing measurements on site against submitted drawings and plans;</li><li>• To seek to resolve through negotiation any breaches of planning control to safeguard the public and protect the environment of the district.</li><li>• Deal with planning applications resulting from Planning Enforcement investigations</li><li>• Effectively manage and prioritise your own workload, largely unsupervised, working pro-actively and maintain records of all investigations and ensure that any evidence is presented in a logical and coherent manner.</li><li>• Make recommendations as to the appropriate course of action to address any alleged breach of planning including triaging enforcement complaints at the earliest stage of the process.</li><li>• Working to add value to, and be a valued member of the team, and to be valued by customers</li><li>• Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information;</li></ul> |

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| <b>Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:</b> | <ul style="list-style-type: none"> <li>• 3 A Levels (or equivalent)</li> <li>• GCSEs (5 graded 9-4 or equivalent, including Maths and English)</li> <li>• Experience of Planning Enforcement or other relevant experience.</li> <li>• Excellent written and oral communication skills</li> <li>• Excellent level of IT skills</li> <li>• Valid driving licence and use of a car for business purposes where necessary</li> <li>• Proven experience dealing with the public with excellent negotiation skills</li> <li>• Proven investigative and/or planning experience</li> </ul> |                       |  |
| <b>Desirable Requirements Qualifications, Skills and Abilities:</b>                          | <ul style="list-style-type: none"> <li>• Relevant recognised qualification</li> <li>• Knowledge and experience of working in a public sector organisation</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                               |                       |  |
| <b>General Accountabilities:</b>                                                             | <p>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.</p> <p>Work in compliance with the Codes of Conduct, Regulations and policies of the council.</p>                                                                                                                                                                                                                                                                       |                       |  |
| <b>Special Conditions:</b>                                                                   | <p>You will be expected to work reasonable additional hours in line with the needs of the service.</p> <p>There may be a requirement to work at other locations to meet the needs of the business.</p> <p>Full UK Driving Licence.</p> <p>Ability to travel / access to a vehicle for work purposes.</p>                                                                                                                                                                                                                                                                           |                       |  |
| <b>Date Reviewed:</b>                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Reviewed By:</b>   |  |
| <b>Checked by HRBP</b>                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Date of Issue:</b> |  |