



Role Description and Employee Specification

Job Title:	Senior Planning Enforcement Officer	Location:	Cirencester
Department:	Planning Services	Service:	Development Management
Reports to:	Principal Planning Enforcement Officer/Head of Planning Services	Working Hours:	37 hours per week
Salary:	£39,883 - £43,040	Peer Group:	PGI-8
Business World Post Number:		Job Group:	Specialist - Level 2
Contract Type:	Permanent	Direct Reports:	Yes

Overall purpose of the Post:	<p>To handle a caseload of enforcement cases and exercises the Council's function in taking formal enforcement action through to prosecution, where necessary, to protect the natural and built environment in the public interest. To provide technical expertise, advice and direction to internal and external service users in relation to planning enforcement matters, including identifying and investigating breaches of planning control.</p> <p>Providing robust, sound judgements in Planning Enforcement and leading in the pursuit of formal enforcement action when necessary including appeals and prosecution proceedings.</p>
Key Tasks and Responsibilities:	<ul style="list-style-type: none"> • Apply a high level of expert knowledge within a technical area of expertise and manage sensitive, open ended and complex case or project based work. • Undertake all tasks associated with the investigation and monitoring of cases of alleged breaches of Planning control (including protected trees and listed buildings), including undertaking site visits, interviewing and taking statements from developers, builders, complainants and others under the Police and Criminal Evidence Act; and to pursue formal enforcement action when necessary. • Deal with planning applications resulting from Planning Enforcement investigations • Effectively manage and prioritise your own workload, largely unsupervised, working pro-actively with all officers to meet statutory deadlines • Process enforcement appeals to set deadlines, to include attendance at planning appeal hearings and public inquiries • Provide supervision, mentoring and support for junior colleagues • Work with elected Councillors, where appropriate, to deliver the service • Keep up-to-date with changing Planning Legislation
Essential Requirements –	<ul style="list-style-type: none"> • Planning or related degree.



<p>Knowledge, Qualifications, Skills, Abilities and Experience:</p>	<ul style="list-style-type: none"> • Eligibility for full Membership of the RTPI. • Substantial (likely to be more than 5 years) relevant professional experience. • Chartered Town Planner Qualification, Level 7 (5 years) or equivalent. • Experience of working flexibly as part of a team and collaborating with colleagues and stakeholders • Experience of being involved in continuously improving services and developing products to meet customer need • Ability to remain calm and confident when dealing with challenging customers and environments • Ability to resolve complex issues by negotiation • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes • Demonstrate commitment and resilience to succeed • Ability to work independently under pressure and within tight deadlines • Excellent written and verbal communication skills <p>Competent in using a range of technology and software packages, including Microsoft and Microsoft Teams</p>		
<p>Desirable Requirements Qualifications, Skills and Abilities:</p>	<ul style="list-style-type: none"> • Relevant recognised academic or professional qualification • Knowledge, understanding or experience of project management • Eligible for membership of a relevant professional body 		
<p>General Accountabilities:</p>	<ul style="list-style-type: none"> • 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. • 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. • Work in compliance with the Codes of Conduct, Regulations and policies of the council. • To support the response to a major incident, including taking up a designated role within the emergency management framework. 		
<p>Special Conditions:</p>	<ul style="list-style-type: none"> • You will be expected to work reasonable additional hours in line with the needs of the service. • There may be a requirement to work at other locations to meet the needs of the business. • Full UK Driving Licence. • Ability to travel / access to a vehicle for work purposes. 		
<p>Date Reviewed:</p>		<p>Reviewed By:</p>	
<p>Checked by HRBP</p>		<p>Date of Issue:</p>	



COTSWOLD

District Council