

**WHERE  
CAREERS  
THRIVE**

**When potential  
is unlocked,  
talent *thrives***



**West  
Northamptonshire  
Council**

## **Senior Enforcement and Monitoring Officer (Planning Enforcement)**

**Planning Service, Place Directorate**

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Northamptonshire  
Council**

## **Purpose and impact:**

1. To implement the Council's place shaping agenda and its objective to be positive and proactive in terms of supporting the best development within West Northamptonshire.
2. To support the Principal Planning Enforcement Officer for the provision of appropriate and timely advice on all matters relating to Planning Enforcement.
3. To support the Principal Planning Enforcement Officer in the investigation of alleged breaches of planning control and monitoring. To undertake planning enforcement action in the event of non-compliance.
4. To support the Principal Planning Enforcement Officer in helping to build and maintain a flexible and resilient team to deliver service objectives and improvements by contributing effectively to the delivery of team, service, divisional and Council priorities, objectives and targets.
5. To maintain a customer orientated approach including fostering good relations and communicating important matters relating to planning with Councillors and local bodies, including Parish/Town Councils and Amenity Societies.

## **Accountable to:**

This role is accountable to the Principal Planning Enforcement Officer.

## **Responsibilities:**

1. To investigate complaints and seek resolutions in more complicated planning contraventions, breaches of condition, unauthorised development and other matters relating to Development Management in accordance with statutory requirements, Government guidance, planning policies, relevant targets and standards. To assist the Principal Planning Enforcement Officer with the process of appeals (especially informal hearings and Public Inquiries) on enforcement matters (including those relating to other consent regimes such as Listed buildings, Conservation Areas and Tree Preservation Orders etc.), including those of a corporate priority to the Council and of national, regional and district significance and/or those of a complex/controversial nature.
2. To prepare and present evidence/reports on enforcement matters to the Courts, at appeals including public enquiries and the Planning Committee.
3. To ensure that the details of all investigations undertaken, and evidence gathered is accurately recorded on the Council's computerised record systems. This includes 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.
4. To prepare and serve, in consultation with Legal Services, Enforcement and Stop Notices, Breach of Condition, Planning Contravention, Repair and other Notices and legal documentation.
5. To proactively monitor development and planning consents to ensure compliance with approved plans and conditions, to secure the proper implementation of development and discharge of conditions.
6. To liaise with owners, agents, contractors, developers, members of the public, elected members, the County Council, Town/Parish Councils, statutory undertakers, other Council Services/Directorates and

other stakeholders when monitoring development and planning consents, investigating complaints, compiling evidence and pursuing enforcement action.

7. To keep up to date with current planning legislation, guidance and policy and to ensure all work undertaken in accordance with any relevant statutory requirements, targets and timescales.
8. To 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).
9. To support the Principal Enforcement Officer(s) in the daily management of the Enforcement and Development Monitoring Team and providing mentoring and training to junior officers.
10. To support the Assistant Director and Head of Service in the delivery of team, service, divisional and council priorities, objectives and targets.
11. To support the Assistant Director and Head of Service with the delivery of aspects of the Planning Service's Communications and Engagement Strategy where required.
12. To follow, at all times, all planning and other legislation such as Data Protection - GDPR, Freedom of Information (FOI) and Health & Safety at work.
13. These duties and responsibilities should not be regarded as either exclusive or exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.
14. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
15. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
16. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

**(A)** Application Form, **(T)** Test, **(I)** Interview, **(P)** Presentation, **(D)** Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

<b>Skills and abilities:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Displays a positive, 'can do', proactive and supportive attitude in a team environment	E	A/I
Consistently strives for continuous improvement and excellence	E	A/I
Strong interpersonal and team building skills	E	A/I
Time/priority management: high level of proficiency	E	A/I
Ability to work under pressure, handle stress and to deadlines	E	A/I
Displays good attention to detail and accurate research skills	E	A/I
Excellent negotiation skills	E	A/I
Verbal: excellent level of professional ability; exhibits a clear & comprehensible verbal style	E	A/I

Self-awareness: Ability to communicate and display consistent professional conduct with a wide range of people, in person, by telephone and email	E	A/I
Writing: excellent level of professional ability; exhibits a clear & comprehensible writing style in line with Plain English principles	E	A/I
General IT skills: intermediate keyboard/typing skills, use of Windows, word- processing and email	E	A/I
Specialist IT skills: DEF MasterGov or other planning related system, QGIS or other mapping software, Microsoft Office packages, such as Outlook, Excel, PowerPoint, etc., ERP Gold (or other finance/HR system) & any other system used within the service or Council (Essential)	D	A/I
<b>This is applicable to all roles in WNC that are required to use IT equipment:</b> Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A/I

<b>Knowledge:</b>	Essential / Desirable	Measured by
Excellent knowledge of working effectively in a political environment with a wide range of stakeholders.	E	A/I
Thorough knowledge and understanding of planning legislation, case law and policy, planning techniques and enforcement processes.	E	A/I

<b>Relevant experience:</b>	Essential / Desirable	Measured by
Minimum of 2 years' experience working in Planning Enforcement.	E	A/I
Experience of working with and developing databases and relevant investigation legislation.	E	A/I
Experience of presenting reports to Planning Committee (or equivalent), senior management and Member Committees.	E	A/I
Line management, supervision and mentoring experience	D	A/I

<b>Education, training and work qualifications:</b>	Essential / Desirable	Measured by
Planning or related qualification; or equivalent relevant experience in a financial or legal capacity.	E	A/I/D
Corporate membership of the Royal Town Planning Institute or equivalent professional body, or evidence of relevant continued professional development.	D	A/I/D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

**Additional pre-employment checks specific to this role include:**

A valid driving license and access to a vehicle is required. Evidence will be requested.

## Day-to-day in the role:

<b>Hours:</b>	37	<b>Primary work base:</b>	The Forum, Towcester & WFH
<b>Job family band:</b>	Band 07	<b>Worker type:</b>	Part-flexible

<b>Salary range:</b>	£39,190 to £41,797	<b>Budget responsibility:</b>	No budget responsibility
<b>People management responsibility:</b>	No requirement		

### Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b>	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b>	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b>	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b>	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b>	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b>	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”**

Should you require this document in another format or language, please contact: [Careers@westnorthants.gov.uk](mailto:Careers@westnorthants.gov.uk)



# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

