

Job Description and Person Specification

Job details

Job title:	Planning Enforcement Officer
Grade:	NNC Band 05
Reports to:	Lead Planning Enforcement Officer
Responsible for:	N/A
Directorate and Service area:	Growth and Regeneration

Purpose of the job

This role works across the planning functions. The postholder will fulfil allocated tasks and duties to meet the operational demands of the Planning Service.

To investigate, assess and take appropriate action in respect of alleged breaches of planning control to safeguard the environmental quality and amenities of North Northamptonshire, and maintain public confidence in the planning system.

Principal responsibilities

Generic:

1. Assisting senior colleagues and Managers in the Planning Service to ensure the highest levels of customer service.
2. Respond in a timely manner to customers, MP and Councillor queries, complaints and feedback to ensure the Planning Service is consistently meeting corporate service standards.
3. To support the regular entry, maintenance and development of data into, and the collation of data from databases and mapping systems.
4. Providing advice and assistance to the public, complainants, alleged transgressors, and other stakeholders seeking to engage with the planning process.

Planning Enforcement:

5. Dealing with alleged breaches of planning control, including booking-in, carrying out site inspections, research, consultations, written communications and report writing, and the assessment of the case. Making appropriate recommendations in accordance with the policies of the Council under the direction of senior colleagues. This includes the drafting, preparation and the service of statutory notices.
6. Negotiating to secure compliance, mitigate planning harms or to improve development proposals.
7. Liaison with other sections of the department, other departments of the Council and other bodies (such as the Police and Parish and Town Councils), stakeholders, members of

the public, Councillors and others to ensure the efficient and effective operation of the Council's enforcement to ensure full consideration is given to all factors relating to investigations and/or a joined-up corporate approach to enforcement in the public interest.

8. Preparation of statements and representing the Council as an expert planning witness at hearings, inquiries or in Court.
9. Assisting in the validation, case management and making of recommendations on planning applications and other submissions.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Educated to A Level or NVQ3 standard (or equivalent) or equivalent experience to demonstrate the same level of numeracy and literacy skills.	A relevant degree or equivalent qualification to allow future access to Chartered membership of the Royal Town Planning Institute (or equivalent). Some experience of working in the English Planning System.
Experience and Knowledge	Conversant with planning policy documents, plans, maps and architectural drawings. Basic understanding of the English Planning System. Demonstrate ability to prioritise workload and operate under own initiative.	Experience of using computerised planning systems and GIS. Working knowledge of current planning legislation and practice. Recent experience of working within an enforcement environment.
Abilities and Skills	Ability to remain calm in confrontational situations Ability to communicate effectively, openly and clearly to customers, including face to face Ability to demonstrate good negotiation skills in persuading others to an alternative point of view Report writing skills Computer literate Good organisational skills	Able to successfully negotiate planning improvements with developers

Attributes	Essential criteria	Desirable criteria
	<p>Able to travel independently to multiple sites across the Council's administrative area to undertake site visits on a frequent basis (3-5 times a week), or further away to attend meetings and events on behalf of the Council. For example, the ability drive with access to own transport.</p> <p>Good time management skills</p> <p>Confident and assertive, able to engage with customers in a confident and professional manner.</p> <p>The ability to carry out site visits or investigations on a variety of outdoor locations including domestic properties, overgrown sites with uneven ground conditions, and building sites.</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	
Additional Factors	<p>Must be able to occasionally work in the evening and at weekends.</p>	