

JOB DESCRIPTION



POST TITLE:	Senior Planning Enforcement Officer
POST NUMBER:	PD23
GRADE:	I
RESPONSIBLE TO:	Development Manager
RESPONSIBLE FOR:	Assistant Planning Enforcement Officer
LIAISON WITH:	Elected Members, Planning Officers, Development Management staff, Building Control staff, Forward Planning and Conservation staff, Revenues & other Council departments, County Council staff, Parish and Town Councils, Government departments and members of the public

KEY CORPORATE ACCOUNTABILITIES:

- To take responsibility for maintaining own health and attendance.
- To support, contribute and comply with quality and governance procedures as directed by management.
- To apply and actively promote the principles of the Council's Equal Opportunities Policy in all areas of employment and service delivery.
- Any other associated duties detailed by Head of Service or representative.
- To advise Line manager if, at any time, the above duties and responsibilities cannot be performed.
- Any other duties as required to support the business, including maintaining business continuity and during civil emergencies.
- To apply and actively promote the principles of the Council's Safeguarding Procedure in all areas of employment and service delivery.

KEY SERVICE ACCOUNTABILITIES:

- Investigation of alleged breaches of planning control in accordance with Council policies, procedures, and targets.
- Undertaking site investigations and evidence gathering.
- Where required, undertake out-of-hours inspections, surveys, surveillance or investigations.
- Cautioning suspects as appropriate.
- Taking statements under caution in line with PACE rules
- Carrying out recorded interviews under caution in line with PACE rules
- Liaise with key stakeholders as required.
- Make informed recommendations and determine the need for formal action.
- Maintain accurate and up to date records.

- Preparing, issuing, and serving legal documentation in conjunction with the Legal Department
- Report regularly to the Development Management Manager as to the result of any inspections, meetings and investigations, presenting documentation as and when requested.
- To update customers and Members in accordance with Council policies, procedures and targets to maintain a high level of customer service.
- Provide cover and support for other Officers within the team, during periods of absence.
- To take responsibility as lead Officer for complex Enforcement Cases, including all the related case management, consultee, legal, and community liaison, Council and Member interface, and engagement of specialist consultancy, where required.
- Where appropriate, negotiate resolutions to complex Enforcement Cases, to resolve breaches of planning control, and ensure ongoing compliance through appropriate monitoring.
- Prepare Reports, Enforcement Notices, and other evidence, and recommend the action to be taken, working with the Legal Department as required and in accordance with the constitution
- To help prepare evidence in relation to complex Planning Enforcement Cases subject to: Appeal, or Court Action, appear as an 'expert witness' where required
- Ability to coach and mentor the Planning Enforcement Assistant,
- To assist the Development Management Manager in managing the budget around Enforcement.

OTHER DUTIES:

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

HEALTH AND SAFETY:

The Council has a Health & Safety Policy which outlines its responsibilities as an employer and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this Policy and comply with its content.

RISK MANAGEMENT:

The Council has a Risk Management Strategy and it is the responsibility of Group Managers/Senior Managers to comply with the contents, including leading the risk management process within their service; identifying and managing significant operational risks.

DATA PROTECTION:

It is the responsibility of the post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

SAFEGUARDING CHILDREN AND ADULTS AT RISK:

The Council has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

When considering the duties of this role as part of the most recent Job Evaluation (JE), a decision was reached using [the government DBS Tool](#) that this role is required to hold a **Basic DBS level check**. The basis on which this form of DBS is renewed is explained further within our DBS policy.

REQUIRED CPD:

50 hours every 2 years to comply with requirements of the Royal Town Planning Institute (if post holder is a Member of the Royal Town Planning Institute or working towards membership)

Update courses on new amended/legislation every 12 months, or as available/needed

Enforcement practice and Planning Law related courses/seminars throughout the year, as available

PACE/RIPA/Investigation - upon taking up post and refresh every 12 months.

Lone worker - upon taking up post and refresh every 2 years

MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications and Experience:	<ul style="list-style-type: none"> • Excellent Knowledge of planning enforcement law to include breaches of planning control • Degree level or equivalent experience • Working at a Senior Level for at least 5 years • Track record of managing complex enforcement cases and negotiating with developers. • Professional leadership and experience of day-to-day management of a team of professional staff to ensure a high standard of customer service. 	<ul style="list-style-type: none"> • Member of the Royal Town Planning Institute • Experience of presenting at Committee • RTPI Chartered • PACE trained must be willing to attend the training to obtain the certification
Knowledge and Expertise:	<ul style="list-style-type: none"> • Political Awareness • Demonstrable communication skills able including the ability to negotiate on complex enforcement matters • Able to follow strict deadlines, processes and targets. • Able to maintain high quality work records including written notes and data systems. • Demonstrable ability to be assertive. • Good IT skills including MS Office (or equivalent) and specialist planning application systems 	<ul style="list-style-type: none"> • Knowledge of: Police and Criminal Evidence Act Codes of Practice and Regulation of Investigatory Powers Act. • Working knowledge of the Idox systems for development management
Skills:	<ul style="list-style-type: none"> • Excellent negotiation skills • Good communication and presentation skills 	<ul style="list-style-type: none"> • Experience in managing projects

	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> • Computer literate • Management of people • Excellent organisation skills and able to prioritise work load with competing demands. • Conducting interviews in accordance with PACE rules 	
Personal Attributes:	<ul style="list-style-type: none"> • Personality and assurance to deal with difficult situations. • Patient and methodical approach. • Calm and can deliver effective outcomes within tight timescales and conflicting priorities. • Concise and clear thinking. • High degree of personal integrity. • Accuracy, reliability and patience. • Ability to work on own initiative or as part of a team. • Customer Focus. • Capable of working under pressure and achieving deadlines. • Committed to equality of opportunity and understanding of diversity issues. • To have an awareness of Health & Safety. • To have an awareness of Risk Management. 	
Special Requirements:	<ul style="list-style-type: none"> • Full valid driving licence • Mobility – able to travel. throughout and beyond MDDC area boundaries. • Able to climb ladders and to heights when necessary. 	