



JOB DESCRIPTION

Job Title: Planning Enforcement Officer

Department: Growth and Regeneration

Grade: BAND 9

Accountable to: Planning Development Manager

Purpose of the job:

To provide expert advice and guidance in support of and assist in the delivery of the Council's planning enforcement function to agreed performance standards to ensure Melton can operate an effective planning enforcement service that supports the Borough's planning system.

Main areas of responsibility:

To investigate and report on alleged breaches of planning control and recommend solutions including, as appropriate, bringing forward enforcement action.

To prepare reports, draft formal notices including reports for planning committee, witness statements and appeal statements as required.

To act as the Council's expert witness at public meetings, inquiries and hearings, including court proceedings.

To work closely alongside officers in Development Management and the Legal Team in determining appropriate courses of action including addressing matters of expediency in relation to the pursuit of enforcement action.

To communicate with elected members and members of the public to assist their understanding of the Planning Enforcement Framework.

Where appropriate, to work alongside planning officers in the processing of planning and other applications arising from planning enforcement cases.

The post-holder will be expected to prioritise a varied caseload of enforcement cases as well as provide advice and guidance to a part-time enforcement officer who is available to assist in investigatory work.

Working with the Planning Development Manager the post-holder will take a lead in the preparation of a Local Enforcement Plan, help to set clear objectives and priorities for the enforcement function and assist in developing a suite of performance indicators against which the success of the enforcement service can be assessed.

Responsibilities will also include attendance at internal and external meetings from time to time and to contribute to corporate-led and other initiatives where coordinated joint enforcement action may be needed.

To work outside normal office hours on occasion when conducting investigations or to attend meetings.

Values

To actively promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; responding positively to challenges.
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

Health and Safety

To take reasonable care for the health, safety and well-being of yourself and others who may be affected by acts or omissions at work.

Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.

Person specification

A team orientated individual with working knowledge and experience of Planning Enforcement, Town Planning and Development Management, capable of communicating with a wide range of stakeholders across multiple departments and sectors.

Experience of working within a local authority, within a planning control environment and able to demonstrate a high level of understanding of enforcement matters, including appeal work.

Ability to produce complex reports or presentations and be confident at presenting evidence relating to planning enforcement in a variety of platforms such as court and appeal hearings.

Experience of investigating alleged breaches of planning control in order to establish the facts of the case through site inspections, interviews and historical and other records obtaining where possible, documentary evidence.

Ability to investigate, understand and communicate technical information to non technical audiences.

Ability to negotiate and compromise to reduce or remove the planning harm of unauthorised development.

Excellent communication skills with customer focussed approach and willingness to engage proactively with customers, elected members, stakeholders as well as complainants at all stages of the planning enforcement process.

Computer literate, with experience of IDOX Uniform and be confident in the use of the MS suite of applications.

Awareness of disadvantaged groups and be aware of the issues around their planning needs.

Qualifications-

Working towards (or a commitment to work towards) planning qualifications at graduate level or above, or the relevant experience working within a Local Authority Development Management Enforcement Team and be a member of, or working towards Membership of appropriate Professional body (e.g. RTPI), (or experience and qualifications sufficient to secure such Membership).