



JOB DESCRIPTION

POST: Planning and Public Protection Officer

DEPARTMENT: Planning for Growth and Public Protection

REPORTING TO: Planning Manager - Monitoring, Compliance & Enforcement
Assistant Manager – Food, Safety & Licensing

RESPONSIBLE FOR: Planning Enforcement and Caravan Site Licensing

GRADE: 5

MAIN JOB PURPOSE:

- To support both Services to deliver a project to address planning enforcement matters about caravan sites and licensing conditions/compliance. Other projects may form part of this role in connection with planning enforcement and land use.
- Pro-actively and professionally provide guidance and advice on the taking of clear and timely compliance and enforcement action, delivering good customer service protecting the needs and safety of the community and the place.
- To seek opportunities to support the economy of Mid Suffolk District Council through practical engagement with businesses as to their responsibilities and through signposting all available support. Provide specialist support, advice and information to businesses and citizens in respect of the postholder's areas of expertise and responsibility.
- This post will be required to work corporately and collaboratively within both services (Planning Enforcement and Public Protection) and across all other service areas to achieve the specific deliverables but will have key relationships with staff within Development Management, Building Control, Communities, Legal Services, Heritage, Communities, Environmental Protection and Licensing.
- The post holder will need to work closely with a variety of external contacts and organisations, in particular Suffolk County Council, the Environment Agency, Suffolk Fire and Rescue, Suffolk Police, residents, and the businesses community.

DUTIES AND RESPONSIBILITIES:

- To take a lead role in ensuring that breaches of planning control and caravan site/mobile home legislation are investigated and decision-making on enforcement action in individual cases using professional judgement to interpret guidance, level or risk and reputational impact, legislation, and situations and to pursue those actions or support the team in their pursuit.
- Secure compliance with relevant legislation, including through the instigation of formal action as well as monitoring and ensuring the consistency of approach taken in these matters by other team members. Communicate and support the teams to engage constructively with customers and the community in pursuit of good customer service principles.
- To develop and implement models of timely and effective working practice which build a cohesive culture of constructive behaviours and good customer service with our customers and communities. To assist with the creation of a culture of effective professional reflection in continuing professional development within the team.
- To communicate constructively and positively with our communities to build and consolidate public confidence in the efficiency of the district's planning enforcement and public protection functions.
- Represent both Councils at Parish and Town Council meetings where necessary to ensure that the relevant enforcement approaches of both Councils are communicated at community level and that opportunities for early engagement and resolution with the service are pursued.
- Provide advice on planning enforcement and caravan site licensing including as the Council's representative at appeals (including informal hearings and written exchanges), committees and other public forums wherever necessary having proper regard to the appropriate evidence and considerations base to ensure consistency across both districts.
- Promote compliance with the Building Regulations and other regulations such as the Health and Safety at Work etc. Act 1974, through direct cross-function working to seek compliance with all legislative requirements at the earliest stage and facilitate an 'end-to-end' development delivery service.
- In consultation with Line Managers take a support role as tasked in developing policies and/or procedures that implement external regulations.
- Contribute to internal cross-functional projects to ensure that objectives are identified and met.
- Support and assist the delivery of place shaping and community empowerment in collaboration with Planning and Communities colleagues through Neighbourhood Planning, community led planning and other appropriate place shaping activities.
- Support the co-ordination and monitoring of responses/legislative changes required within all aspects of the Planning Enforcement and Caravan Site Licensing in respect of.
 - Freedom of Information
 - Data Protection/GDPR
 - Equality Impact Assessment
 - Formal Complaints

including the provision of accurate data and information where required to support any responses or performance reporting.

- Any other duties of a similar nature which may be required.

Additional information

- a) Does this job require a DBS check? **Yes/No**
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery, or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. **Yes/No**
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. **Yes/No**

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience, and qualifications required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	MEASURED BY: A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional, and other training)</i>	
Educated to Degree level, or equivalent knowledge gained through regulatory/enforcement experience/background	A/I
Membership of the Royal Town Planning Institute (RTPI) or equivalent professional membership is desirable.	A/I
KNOWLEDGE & EXPERIENCE <i>(e.g., report writing, office experience, Microsoft office)</i>	
Is an adaptable, flexible, person with good people skills and who has excellent communications skills and can manage any situation to get the best personal outcome.	A/I
Is politically aware and able to communicate effectively with others, including Members, to ensure that the Councils are represented in the best possible light.	A/I
Relevant experience in a range of planning and planning enforcement matters or a demonstrated consistent history of effective delivery with experience of enforcement and regulation.	A/I
Knowledge of caravan site licensing is beneficial however training will be provided to the successful candidate.	A/I
SKILLS/ATTRIBUTES <i>(e.g., communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
Analyse and interpret varied situations and problems and provide concise answers to resolve difficult problems/issues.	A/I
Develop plans and solutions on enforcement cases in a timely way. Can appropriately evaluate varied planning issues having regard to relevant plans and material considerations.	A/I
Ability to present information on complex legal/technical matters in an easily understood and concise fashion and to advise on appropriate methods of Implementation when necessary.	A/I
To be able to deal with more complicated investigation of alleged breaches of planning control, and licensing conditions involving reports relating to, for example, minor developments, breaches of conditions, and minor adverts.	A/I
Excellent communication skills, using persuasion or negotiation skills. Able to use developed negotiating and persuasive skills to encourage others to adopt a particular course of action., typically aimed at seeking	A/I

agreement/ compromise or to agree compliance terms. Similarly high-level skills in the management of aggression and sensitivity in dealing with commercial operators/public.	A/I
There may be a need to prepare and serve Planning Contravention Notices, and an occasional need to draft and serve formal Notices (Breach of Condition Notice or Enforcement Notice) but with guidance and support from the Line Managers.	A/I
Calm and clear minded in any situation, especially in adversarial situations such as with challenging persons or behaviours.	A/I
Able to work collaboratively as part of a team and to facilitate discussions to achieve outcomes.	A/I
Empowering, valuing and developing our people	I/TP
Valuing our customers	I/TP
Being open and honest	I/TP
Taking ownership	I/TP
Being ambitious	I/TP
EQUALITY AND DIVERSITY	
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).	A/I



Our Values

...we believe in



**MINDFUL
EMPLOYER**



**OUR
CUSTOMERS**



**BEING
AMBITIOUS**



**TAKING
OWNERSHIP**



**BEING OPEN
and HONEST**



**OUR
PEOPLE**



**disability
confident**
EMPLOYER



**DYING
TO WORK**

We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.