Docusign Envelope ID: 6C9D422B-3AF0-8EB3-81C6-DCC7E7EE762B

JOB DESCRIPTION

POST:	**Senior Planning Enforcement Officer**
DEPARTMENT:	**Planning for Growth**
REPORTING TO:	**Team Leader – Heritage & Planning Compliance**
RESPONSIBLE FOR:	**Planning Enforcement**
GRADE:	**5**

This is a career grade post. Appointment at the different entry levels will be dependent upon knowledge, skills, competency and business need at the time.

MAIN JOB PURPOSE:

- To support the Chief Planning Officer and Team Leader – Heritage & Planning Compliance to deliver a high performing quality planning enforcement service.
- To support the Team Leader – Heritage & Planning Compliance in providing proportionate and pro-active organisational and professional leadership within the Team in all aspects of planning enforcement.
- Pro-actively and professionally mentor Team colleagues to enable the taking of clear and timely enforcement action, delivering good customer service considering the needs of the community and the place.
- To seek opportunities to support the economy of Babergh and Mid Suffolk through the education of 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 its own service and across all other service areas in order to achieve the specific deliverables but will have particular key relationships with staff within Development Management, Building Control, Legal Services, Heritage, 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 and the businesses community.

Docusign Envelope ID: 6C9D422B-3AF0-8EB3-81C6-DCC7E7EE762B

DUTIES AND RESPONSIBILITIES:

- To take a lead role in ensuring that breaches of planning control are inspected and investigated and make risk-aware decisions on the expediency of enforcement action in individual cases using professional judgement to interpret guidance, 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. Use delegated authority to personally initiate enforcement action where necessary e.g. formal notices, simple cautions and prosecutions. Communicate and support the team to engage constructively with customers and the community in pursuit of good customer service principles.
- To support the Team Leader – Heritage & Planning Compliance in ensuring the professional development of the Planning Enforcement Officers in one of the focussed specialisms within the enforcement team, which include compliance and monitoring, business support, community support and major projects. Provide support to the Team Leader – Heritage & Planning Compliance by engaging with, and assisting colleagues within the team in, developing advanced professional competencies, behaviours and approaches to performance self-management.
- Within the remit of the role, work collaboratively with internal and external partners to improve service provision and to strengthen relationships with communities.
- 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 Districts planning enforcement 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. Support and lead on the delivery of stakeholder and third-party training and workshop facilitation concerning enforcement matters to promote relevant and proportionate community engagement in the wider development management process.
- Provide expert advice on planning enforcement and associated matters including as the Council's representative at appeals (including public inquiries, 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 the enforcement service in both districts.
- Contribute to and support promotional work and campaign work relevant to the service areas and work with all relevant bodies to enable service users to access all relevant information to service their enquiry (to self-serve).
- Promote compliance with the Building Regulations and other regulations 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 the Chief Planning Officer and Team Leader take a lead role as tasked in developing policies and/or procedures that implement external regulations.
- Contribute to and/or lead internal cross-functional projects to ensure that objectives are identified and met.
- Support, assist and facilitate the delivery of place shaping and community empowerment in collaboration with Planning and Communities colleagues through

Docusign Envelope ID: 6C9D422B-3AF0-8EB3-81C6-DCC7E7EE762B

Neighbourhood Planning, community led planning and other appropriate place shaping activities.

- Provide support to the Team Leader – Heritage & Planning Compliance for the co-ordination and monitoring of responses/legislative changes required within all aspects of the Planning Enforcement service in respect of;

    - Freedom of Information
    - Data Protection
    - 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? **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. **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. **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.

Docusign Envelope ID: 6C9D422B-3AF0-8EB3-81C6-DCC7E7EE762B

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 *(Academic, vocational/professional and other training)*	
Degree qualification plus considerable breadth, depth and knowledge gained through experience	A/I
Full membership of the RTPI or equivalent professional membership is preferable.	A/I
KNOWLEDGE & EXPERIENCE *(e.g. report writing, office experience, Microsoft office)*	
Is an adaptable, flexible, person with good interpersonal skills and who has excellent communications skills and is able to manage any situation to get the best personal outcome.	A/I
Is politically astute and able to communicate effectively with others, including Members, to ensure that the Councils are represented in the best possible light.	A/I
Has good leadership skills and can effectively mentor others by case resolution or through discussion about competing issues or good practice/case law.	A/I
Considerable up-to-date experience in a wide range of planning matters and planning enforcement matters or a demonstrated consistent track record of effective delivery working at a high level with experience of complex planning/enforcement matters or inquiries.	A/I
SKILLS/ATTRIBUTES *(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)*	
Able to analyse and interpret complex situations and problems and provide concise answers to resolve difficult problems/issues.	A/I
Some straightforward investigations, but generally more complicated and involved investigations of alleged breaches of planning control, relating to, for example, breach of conditions at large scale developments, unauthorised works to a listed building (criminal offence), works to trees subject to a preservation order (criminal offence), etc.	A/I
Develop plans and solutions on enforcement cases in a timely way. Is able to appropriately evaluate complex planning issues having regard to relevant plans and material considerations.	A/I
Exchanges complicated or sensitive information with a range of different people and groups in a manner providing excellent customer service.	A/I

Docusign Envelope ID: 6C9D422B-3AF0-8EB3-81C6-DCC7E7EE762B

There will regularly be a need to prepare a serve Planning Contravention Notices (essentially, a questionnaire), and a need to draft and serve formal Notices (Breach of Condition Notice or Enforcement Notice), usually without the need for guidance and support from the team (though that is available as necessary).	A/I
Uses highly developed negotiating or persuasive skills in order to encourage others to adopt a particular course of action they might not otherwise wish to follow. Is able to prepare and present professional evidence as an expert witness in a public inquiry setting.	A/I
Initiates, fosters and enhances influential and productive working relationships with stakeholders, parish or town councils or the community.	A/I
Calm and clear minded in any situation, especially in adversarial situations such as public enquiries or with challenging persons or behaviours.	A/I
Able to lead and/or 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

Docusign Envelope ID: 6C9D422B-3AF0-8EB3-81C6-DCC7E7EE762B

Our Values

...we believe in

MINDFUL EMPLOYER

disability confident EMPLOYER

DYING TO WORK



OUR CUSTOMERS	BEING AMBITIOUS	TAKING OWNERSHIP	BEING OPEN and HONEST	OUR PEOPLE
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.