

## TENDRING DISTRICT COUNCIL

<b>ROLE DESCRIPTION</b>
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<b>Department:</b>	Planning	<b>Post No:</b>	10001498
<b>Job Title</b>	<b>Senior / Planning Enforcement Officer</b>	<b>Grade:</b>	4 - 6 Career Graded Senior at Grade 6

**Reports to:** Planning Enforcement Team Leader

### 1 Main Purpose of the Role

To contribute to the Planning Directorate in order to deliver an efficient and effective customer focused Planning Enforcement service that also meets the statutory responsibilities of the Council as the Local Planning Authority and helps to deliver the objectives set out in the service and corporate plans.

To undertake the tasks required of the role including (but not exclusively) work associated with

- The timely and proactive handling of Planning Enforcement cases and the monitoring of planning approvals for developments across the District
- Carrying out site visits and inspections
- Providing advice and guidance to our customers on Planning Enforcement matters
- Provision of general planning and pre-application advice
- Assisting the Enforcement Team Leader with Appeals and other enforcement matters
- To maintain accurate and comprehensive records
- Use and development of systems and processes to support service delivery

### 2 Principal Activities

2.1 Activities will include:

**Enforcement** – to support and assist the Team Leader and other Planning colleagues in the investigation of alleged breaches of planning control and subsequent action as appropriate. Assisting with the preparation of Notices and documents for Appeals.

The complexity of work assigned to the post holder will be determined by their level of experience. The post holder may be required to work in, or undertake work for, other teams and sections of the department as operational needs dictate.

2.2 To prepare draft reports and other documents ensuring a high standard of written and oral presentation.

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- 2.3 To provide advice to Members, officers of the Council and other service users within the remit of the section and establish productive working relationships.
- 2.4 To maintain departmental records, and improve systems, processes and service delivery.
- 2.5 Such other duties as may be required.

### **3 Corporate Responsibilities**

- 3.1 Maintain a constant focus on service improvement within the section seeking continuous improvement in reducing costs, increasing efficiencies and looking for alternative delivery methods.
- 3.2 Must contribute to good performance on relevant performance indicators both local and statutory.
- 3.3 You are required to promote, apply and adhere to the Council's HR and ICT policies, procedures and schemes, including but not exclusively: Age, Alcohol, Drugs and Substance Abuse, Equality and Diversity, Flexible Working Hours, Discipline, Grievance, Harassment, Health, Safety & Welfare; Lone Working, Managing and Developing Personal Performance (MDPP), No Smoking, Sickness & Ill Health, Stress, Violence at Work and Working Time Regulations. E-Mail, Internet, Intranet, IT Monitoring, ICT Security, Records Management and Retention as well as financial and contract regulations, delegated powers, the Data Protection Act and the Freedom of Information Act.

### **4 Special Conditions**

- 4.1 You will be required to work all reasonable hours to ensure deadlines are met and on occasional basis to attend evening meetings and attend out-of-hours emergencies from time to time.
- 4.2 You must keep up to date with and implement any changes insofar as they apply to your role be they new or amended legal requirements, internal and external policies or any Council or delegated decisions.

*This job description is a guide to the duties the postholder will be expected to undertake. It is not required to be exhaustive or exclusive and will be changed as working requirements dictate.*

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## PERSON SPECIFICATION

**Job Title: Senior Planning Enforcement Officer**

**Post No: 10001498**

*It will help the assessment of your application if you ensure it addresses each of the requirements set out in this document.*

### PROFESSIONAL & TECHNICAL DEVELOPMENT

- Educated to “A” level standard (or equivalent) or with considerable experience in a related field
- GCSE (A\* - C) English Language or equivalent
- Able to operate MS-Word & Outlook (a Level 2 IT qualification would be an advantage)
- Experience of working in a customer focussed / ex-law enforcement (or military) / Planning or enforcement related environment.

### COMPETENCY REQUIREMENTS

*The following competencies will be used in making the initial selection decision:*

#### 2.1 Working with People

- a. Demonstrates an interest in and understanding of others.
- b. Adapts to the team and builds team spirit.
- c. Recognises and rewards the contribution of others.
- d. Listens, consults others and communicates proactively.
- e. Supports and cares for others.
- f. Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses.

#### 3.1 Relating and Networking

- a. Establishes good relationships with customers and staff.
- b. Builds wide and effective networks of contacts inside and outside the organisation.
- c. Relates well to people at all levels.
- d. Manages conflict.
- e. Uses humour appropriately to enhance relationships with others.

#### 6.2 Delivering Results and Meeting Customer Expectations

- a. Focuses on customer needs and satisfaction.
- b. Sets high standards for quality and quantity.
- c. Monitors and maintains quality and productivity.
- d. Works in a systematic, methodical and orderly way.
- e. Consistently achieves project goals.

#### 6.3 Following Instructions and Procedures

- a. Appropriately follows instructions from others without unnecessarily challenging authority.
- b. Follows procedures and policies.

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- c. Keeps to schedules.
- d. Arrives punctually for work and meetings.
- e. Demonstrates commitment to the organisation.
- f. Complies with legal obligations and safety requirements of the role.

## **8.1 Achieving Personal Work Goals and Objectives**

- a. Accepts and tackles demanding goals with enthusiasm.
- b. Works hard and puts in longer hours when it is necessary.
- c. Identifies development strategies needed to achieve career goals & makes use makes use of developmental or training opportunities.
- d. Seeks progression to roles of increased responsibility & influence.

*Applicants should note:*

- *That the above competencies are part of the Council's Universal Competencies Framework and there will be other competencies relevant to this role which will be used in the on-going appraisal of the person appointed.*
- *Applicants should also take note of the requirements of the Career Grade for this post. The Career Grade details additional requirements that will be used to determine the pay rate on appointment and in the management of performance and pay progression after appointment.*
- *The successful postholder will be expected to undertake any personal development necessary to fully meet the requirements of the Role Description and Person Specification (e.g. gaining a qualification to validate knowledge obtained through experience) and they will be barred from reaching the top of the grade until they do.*