

Regeneration, Property and Planning

Planner (Enforcement)

Job Description and Person Specification

January 2018

Job Description

Job Title:	Planner (Enforcement)
Service Area:	Regeneration, Property and Planning
Function:	Planning and Building Control
Team:	Planning Enforcement
Post number:	
Grade :	LBR 9
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	36 hours/52.14 weeks
Base location:	Town Hall
Reports to: <i>Job title</i>	Enforcement and Appeal Manager
Responsible for: <i>Job titles of direct reports</i>	No direct line management but may be responsible for the supervision of trainee and work placement employees on occasion
Role purpose and role dimensions: <i>Overview of the job</i>	<u>Enforcement</u> <ul style="list-style-type: none"> ▪ To deal with a range of enforcement cases. This will involve resolving planning breaches using both informal and formal methods/enforcement tools. ▪ To deal with appeals relating to the service of enforcement notices, including drafting of statements and presenting evidence at hearings, Public Inquiries and Court cases. ▪ To organise work- loads and meet all timescales and project milestones. ▪ To keep up to date on current legislation and professional practice in the field of work.
Key external contacts: <i>Organisations</i>	Developers and their agents; relevant Government departments, Environment Agency; GLA, Transport for London; Crossrail; Network Rail; Historic England; Natural England; Councillors, local residents, community organisations and business groups.
Key internal contacts: <i>Job titles or groups of staff</i>	Officers across Planning and Regeneration, including Development Management, Building Control, Planning Policy and officers in Delivery unit, all LBR Service Areas (especially Housing, Education, Community Safety, Legal, Civic Pride, Engineering) Members.
Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	None
Key areas for decision making:	No direct decision making but making recommendations on Enforcement cases and Planning applications
Other considerations: <i>E.g. working patterns</i>	Occasional out of hours work at consultation events and supporting at committee meetings may be required.

Key accountabilities and result areas:	Key elements:
<p>To undertake professional tasks related to the team / post.</p> <p>Enforcement</p> <ul style="list-style-type: none"> ▪ To deal with a range of enforcement cases. This will involve resolving planning breaches using both informal and formal techniques ▪ To deal with appeals relating to the service of enforcement notices, including drafting of statements and presenting evidence at hearings, Public Inquiries and Court case ▪ To organise work- loads and meet all timescales and project milestones ▪ To keep up to date on current legislation and professional practice in relation to the field of work 	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Examining allocated enforcement cases by reviewing enforcement / planning history and undertaking site inspections where required. ▪ Resolving planning breaches by a variety of means including negotiation, retrospective planning consent or proceed to formal action by serving a variety of Enforcement notices ▪ Managing a caseload of enforcement cases, undertaking work within the timeframe stipulated in the Planning Enforcement and Direct Action Policy 2017. ▪ Being courteous to all customers at all times ▪ Preparing well written advice in the form of letters and reports and making recommendations on the merits of a development. ▪ Providing expert advice to a variety of audiences including members, committees and to the public, individually and at meetings. ▪ Drafting appeal statements and presenting to Hearings Inquiries and Court cases. ▪ Promoting a positive approach to enforcement work across the service. ▪ Planning co-ordinating and carrying out tasks and procedures related to the allocated work so as to achieve a timely result in accordance with established procedures or best practice. ▪ Where requested, to advise on the efficiency and effectiveness of methods and procedures and make suggestions for enhancements. ▪ Building and maintaining an awareness of current legislation and professional practice in relation to the field of work and apply such knowledge to the work undertaken. ▪ Undertaking necessary liaison with other Council staff in relation to the tasks undertaken, and effect such consultations as may be required. ▪ Prepare proposals for public consultation to meet the needs of a wide range of audiences. This could include publicity material and exhibitions, websites, social media etc. ▪ Other assignments, duties and studies appropriate to the grading of the post.

Person Specification

Job Title:	Planning Officer – Enforcement		
Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important		A - I - T	Weighting
Minimum education/ qualifications:	Degree in Town Planning or equivalent Working towards membership of Royal Town Planning Institute	A/I	3

Minimum experience/ knowledge/ skills:	<ol style="list-style-type: none"> 1) Ability to evaluate and effectively analyse and process any investigation in a timely manner and demonstrate the ability to assess and take proper account of all relevant planning policy matters and other material planning considerations in arriving at a recommendation. 2) Has up to date knowledge of relevant legislation 3) Awareness of planning policy development and familiarity with the aims and operation of the Local Development Plan, Planning Enforcement and Direct Action Policy 2017 and Supplementary Planning Policy 4) Ability to present evidence or advice in public 5) Ability to undertake research and monitoring work and demonstrate the capability to analyse results to identify and evaluate policy options 6) Ability to make qualitative judgements based on analysis of planning policy and legislation and other material considerations. 7) Ability to manage a high caseload using project management skills 8) Experience of working in a local planning authority or private practice. 9) Good IT skills 10) Some experience of managing a caseload of different types of planning applications, and/or enforcement case. 	A/I/T	3 3 3 3 3 3
Minimum competencies: Professional and Technical	<ol style="list-style-type: none"> 11) Has the necessary experience to undertake the job effectively or shows good progress in gaining it in a planned way. 12) Engages in career development and Continuous Professional Development. 13) Demonstrates an ability to maintain an up- to- date professional awareness and application of legislation, local, sub-regional and national policy, professional developments and political announcements to the area of work. 	A/I	3 2 3

Personal Effectiveness and Self-Development	26) Awareness of own personal strengths and weaknesses and understands how these impact on others. Successfully takes action to modify own behaviour.	A/I	3
	27) Maintains high customer and ethical standards both personally and professionally; shows integrity and is reliable and trustworthy.		3
	28) Displays a high level of personal drive and energy.		3
	29) Is adaptable and receptive to new ideas and willing and able to adjust to new work demands and circumstances.		3
	30) Takes responsibility for own development, actively pursuing learning and (career) development opportunities.		3
	31) Demonstrates knowledge and awareness of personal responsibilities in the areas of risk management and health, safety and welfare, both in terms of self and others.		3
Embracing Change	32) Supportive of achieving continuous improvement and embracing change to deliver cost effective quality services.		3
Special conditions:	On occasion able to work outside of usual office hours		
Signature of Employee:	Name:	Date:	