

Northumberland County Council

JOB DESCRIPTION

Post Title: Planning Enforcement Officer	Director/Service/Sector: Development Services		Office Use
Band: 6	Workplace: Area Office location in North, West or South East Areas		JE ref: 1898 HRMS ref:
Responsible to: Principal Monitoring and Enforcement Officer	Date: March 2011	Manager Level:	
<p>Job Purpose: Investigate, process and monitor compliance with the terms of planning conditions and s106 agreements and ensure financial contributions are secured and processed in consultation with other departments within the Council.</p> <p>Investigate, process and monitor enforcement actions as set out in the relevant planning legislation. Investigate, process and monitor other breaches of planning control relating to listed buildings, trees and advertisements.</p> <p>Advise staff, Members and public on planning monitoring and enforcement matters arising in the area teams.</p>			
Resources	Staff	Supervise and oversee the work of junior and student planners, trainees or support staff on monitoring and enforcement work	
	Finance	None	
	Physical	Shared responsibility for the physical resources used by the area team including work-stations, IT hardware and software, and equipment used on site inspections. Capture, input and maintain key spatial information relating to area development management	
	Clients	Shared responsibility for the general satisfaction of those who use the service and the safeguarding of public amenity. Assist with the application of development management policies, procedures and services.	
<p>Duties and key result areas:</p> <ol style="list-style-type: none"> 1. Process planning related complaints and observations received by the Area Team from external sources, primarily the public and from internal sources such as Council employees and Councillors in accordance with the Council's Monitoring and Enforcement Strategy. 2. Investigate complaints and allegations of unauthorised development received by the Area team, defining relevant issues by interviewing, observation and research both within and outside normal office hours and under site conditions. Where appropriate carry out interviews and negotiate with developers, their agents and legal advisors to seek to resolve matters or to identify further action to be taken. 3. Consider and process findings in accordance with the Planning Acts, Planning Policy Guidance, Circulars, other relevant legislation and previously decided cases. The post holder will be required to advise on the most appropriate strategy in consultation with senior officers and the Council's Legal team where appropriate. 4. Prepare significant enforcement caseload for the Area Planning Committee as appropriate with recommendations for enforcement action in consultation with senior officers. Prepare reports on enforcement caseload to the Principal Planning Officers, Area Development Manager, Head of Service and Members on a regular basis. 5. Prepare Planning Contravention Notices, Breach of Condition Notices, Enforcement Notices and Listed Building Enforcement Notices in consultation with Principal Planning Officers, the Area Development Manager and the Council's legal team. The post holder will also be responsible for the service of Notices on affected persons or bodies and advising on rights of appeal against such Notices. 6. Prepare and present evidence and statements as directed for the Council in Enforcement Appeals at hearings and inquiries and assist with criminal proceedings resulting from breaches in planning control. 			

7. Where appropriate, pass on the results of investigations to outside bodies such as The Environment Agency to consider the most relevant course of action for these other agencies to pursue the matter. Also where relevant, inform other internal departments of findings, such as Public Protection, to consider the most appropriate course of action in relation to a complaint.
8. Monitor planning and other permissions to ensure compliance with conditions attached to approvals. Pursue enforcement action with respect to breaches of such conditions.
9. Monitor compliance with the terms of S106 agreements
10. To advise and liaise with elected members and officers of the Council, developers, outside bodies and the community at large about planning monitoring and enforcement matters.
11. Maintain appropriate manual and computerised records, write case notes and reports and answer correspondence relating to the work within the area to the required service standards, observing data protection and confidentiality rules and procedures.
12. Work collaboratively with internal colleagues and external contacts on enforcement matters in order to promote effective partnership arrangements for the delivery of a quality service.
13. Capture, record and apply service and caseload data, using ICT systems, in accordance with service procedures, to assist in the production of timely and accurate information about the enforcement service to Principal Planning Officers, Area Development Manager, Head of Service and members.
14. Maintain and update the planning enforcement register

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:

Working patterns:

Working conditions:

The work involves the need to visit properties and development sites throughout the area on a regular basis
 Normally flexi hours but occasionally the officer may be required to work outside of flexi hours.
 The work is office based but involves working out on site on a regular basis and which could be in a lone working situation. Work also involves dealing with confrontational situations both within and outside the office.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Development Compliance Officer	Director/Service/Sector: Local Services Group/ Development Services	Ref: 1898
Essential	Desirable	Assess by
Knowledge and Qualifications		
<p>A good standard of general education demonstrating numeracy and literacy. Knowledge of the main operational, procedural and practical issues relating to the DM service.</p> <p>Good knowledge of current inter/national laws, regulations, policies, procedures, and developments relating to development management</p> <p>Demonstrates an awareness and commitment to proactive customer care and services.</p> <p>Evidence of CPD and ongoing personal development.</p>	A degree in a relevant subject or equivalent vocational qualification.	Not completed at this stage as staff being assimilated
Experience		
<p>Experience in a monitoring and enforcement capacity ideally in planning or a related field</p> <p>Experience in working collaboratively with service users.</p> <p>Experience in engaging effectively with others and building productive partnerships.</p>	Experience in using GIS and application software	Not completed at this stage as staff being assimilated
Skills and competencies		
<p>Effective ICT skills and able to use ICT to achieve work objectives.</p> <p>Able to apply own initiative to overcome day-to-day operational problems.</p> <p>Confident and competent in expressing own views</p> <p>Prepares written material – reports, letters, site notes etc that are accurate, rational, convincing and coherent.</p> <p>Can communicate effectively using verbal, written and IT skills with professionals and construction workers</p> <p>Numerate and able to understand building plans.</p> <p>Applies a methodical and analytical approach to problem solving.</p> <p>Remains calm and logical in stressful and difficult situations.</p> <p>Applies high standards of honesty, integrity, openness, and respect for others.</p> <p>Proactive and achievement orientated.</p> <p>Effective organisational skills</p>	Negotiation skills	Not completed at this stage as staff being assimilated
Physical, mental and emotional demands		
Normally works from a seated position when in the office but with regular need to travel to other work locations and work on sites		Not completed at this

<p>Need to maintain general awareness with lengthy periods of enhanced concentration. Extensive contact with public/clients on planning issues often in confrontational situations</p>		<p>stage as staff being assimilated</p>
<p>Other</p>		
<p>A current UK driving licence.</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits