

JOB DESCRIPTION

POST TITLE	:	PLANNING ENFORCEMENT OFFICER
SALARY GRADE	:	Grade 9
RESPONSIBLE TO	:	DEVELOPMENT MANAGER

JOB PURPOSE:

To enforce the planning control function.

PRINCIPAL DUTIES AND RESPONSIBILITIES:-

1. Receive, investigate and prepare reports with recommendations on allegations of breaches of planning control.
2. Undertake systematic and periodic reviews of approvals to monitor compliance and identify unauthorised developments.
3. Serving notices and summonses in association with unauthorised operations.
4. Acting as an expert witness on behalf of the District Council.
5. Liaising closely with the Council's Legal, Housing and Environmental Health Officers and officers of the North Yorkshire Building Control Partnership on matters of common interest relating to this post.
6. To undertake surveys on specific matters with a view to the development of potential policy initiatives.
7. To operate the IT systems associated with the post. To contribute to the development of new systems, and with training, to keep up-to-date on IT development affecting the work.
8. To observe the requirements of the Health and Safety legislation.
9. To observe the requirements of the Data Protection Act.
10. Such other duties as may from time to time be allocated to the postholder consistent with the responsibilities of the post.

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agreed by postholder.....

Date.....