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| **Job Description** |
| **Post title** | Assistant Planning Enforcement Officer |
| **JE Reference No** | N9386 |
| **Grade** | 7 |
| **Service** | Regeneration, Economy & Growth |
| **Service Area** | Development & Housing – Planning Development |
| **Reporting to** | Principal Planning Officer |
| **Location** | Your normal place of work will be County Hall, Durham but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The Assistant Planning Enforcement Officer will form part of a busy area-based development management team and will support the Senior Enforcement and Enforcement Officers in ensuring the effective delivery of the enforcement processes

The post holder will play an important role in ensuring the service effectively engages with its customers, including the general public, communities, applicants, stakeholders and the development industry in the planning service.

The post holder will assist the work of senior enforcement officers by dealing with a case load of minor enforcement complaints and related minor planning matters. The post holder will also assist the work of the wider enforcement team by supporting investigations into more significant breaches of planning control.

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| **Duties and responsibilities** |

To undertake other duties and responsibilities that are commensurate with the level of the post. This job description contains the main accountabilities of the post and does not describe in detail all the duties required.

Listed below are the responsibilities this role will be primarily responsible for:

* To investigate and respond to complaints relating to possible breaches of planning control; in accordance with Planning Law/Guidance and Council Policies and make recommendations & draft reports to management as to appropriate course of action
* To carry out systematic inspections and monitoring of approved development to ensure compliance with approvals and conditions.
* To carry out negotiations and discussions to resolve alleged contravention where possible, and as necessary deal with any formal applications that may arise from there.
* To assist with the preparation of statutory documentation required to secure compliance with legislation in consultation with Council’s legal advisors.
* To assist Senior Enforcement Officers representing the Planning Service on working groups and multi-agency teams, both internal to the Authority and external, established to address issues which raise planning enforcement implications.
* The provision of advice on enforcement of planning control and related matters to the Council and the public.
* To assist with the preparation of statements for prosecution and planning enforcement appeals.
* To adhere to corporate and planning performance standards and targets.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Principal Planning Officer.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Qualified to HNC level in Public Administration or NVQ4 in Business Administration or equivalent in a relevant subject or significant recent experience of development control and planning enforcement procedures and processes or other regulatory enforcement services.
 | * A formal qualification in town planning.
* Evidence of attendance at seminars / training sessions relating to town planning matters.
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| Experience | * Experience of development control and planning enforcement procedures and legislation services or recent experience in the implementation of planning or similar statutory/regulatory process.
 | * Recent experience in dealing with minor planning development proposals, appeals or planning enforcement cases.
* Experience of relationship between planning enforcement services and the corporate framework.
* Evidence of experience of working in an investigative environment.
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| Skills & Knowledge | * Effective interpersonal skills, including the ability to communicate effectively, both orally and in writing, with a wide range of people from different backgrounds.
* Ability to demonstrate customer orientated approach to development control and enforcement service delivery.
* Ability to establish stakeholder relationships and to communicate effectively with a wide range of partners; including other Officers of similar disciplines both from within the Authority and external.
* Familiarity with and ability to use relevant ICT infrastructure.
* Knowledge of community engagement and customer first approach to service delivery.
* Range of communication skills, including listening, presenting information.
* Ability to demonstrate a can do and pragmatic approach to service delivery.
 | * Knowledge of statutory process relating to other related disciplines.
* Knowledge of relevant national, regional and local planning policy pertinent to planning enforcement.
* Range of communication skills, including listening, presenting information.
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| Personal Qualities | * Out-going personality with enthusiasm and self-motivation
* Ability to show determination to achieve results; to see complex projects through to completion.
* Willingness/ability to work on own initiative and/or as part of a team, maintaining high levels of integrity and discretion.
* Positive and can-do approach to service delivery.
* Persevering and problem-solving approach.
* Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance).
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