

| Title Planning and Monitoring and Enforcement Officer (Permanent) (Grade 5) | Department Place | Post Ref. |
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| Job Purpose Responsible for delivering aspects of the County Council's statutory planning functions including planning policy, development management, and monitoring and enforcement. | | |
| Key Responsibilities 1. Either: (a) Assisting with the preparation of statutory and non-statutory plans and strategies including evidence gathering; surveys; report preparation; public consultation and community involvement initiatives; and (b) Processing planning applications and associated submissions from receipt to officer recommendation; and (c) Checking and monitoring a range of minerals, waste and other developments against the terms of any planning permission and/or associated legal agreement; and investigating suspected or alleged unauthorised activities, including the collection of evidence to inform any future action and assisting with the taking of enforcement action. 2. Assisting with the preparation of a range of other guidance, briefs and plans in connection with the work of the Planning Group. 3. Giving advice and comments on a range of planning and enforcement matters including consultations from other Authorities, agencies and other third parties. 4. Assisting with the running of public inquiries, independent examinations or other hearings, including the supervised preparation of evidence on a range of topics, and assisting with the taking of more complex/contentious enforcement proceedings, | Key Accountabilities 1. (a) To ensure that correct processes and procedures are being followed so that the preparation of statutory and non-statutory plans is being undertaken robustly and within statutory timeframes. (b) To ensure that correct processes and procedures are being followed so that applications are being robustly determined within statutory timeframes. (c) To produce reports and checklists that confirm developments are being carried out in accordance with their planning permissions, thereby reducing the likelihood of complaints, and ensuring that any complaints are satisfactorily resolved including notifying those who made the complaints of the actions undertaken by the County Council and the operator. 2-5. Work efficiently and effectively to support services provided by the Planning Group in line with appropriate performance indicators. 6. Planning, organising and managing resources to deliver robust outcomes. 7. Building strong working relationships and enabling effective communication with all stakeholders. 8. Understand data security and management, and effective use of technology. | |

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| <p>including the research and collation of evidence and giving evidence on matters of fact witnessed.</p> <p>5. Representing the team, group or department on internal steering groups/working parties promoting the effective management and running of the County Council in line with corporate policy and other initiatives.</p> <p>6. Effectively engage and communicate with all internal and external stakeholders to enhance service delivery.</p> <p>7. Present a wide range of information in a variety of formats and to diverse audiences.</p> <p>8. To undertake data analysis, mapping analysis, critical analysis and evaluation to support decision making.</p> <p>9. Undertake work as appropriate to ensure the delivery of the team's services.</p> <p>10. Keep under review your own personal development needs.</p> | <p>9. Operate in a politically neutral way and make sound, timely and robust decisions within a political environment.</p> <p>10. Keep abreast of developments in the planning profession and ensure appropriate training is undertaken when required.</p> |
| <p>The post holder will perform any duty or task that is appropriate for the role described</p> | |

| <i>Person Specification</i> | |
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| <p><i>Education and Knowledge</i></p> <p>1. A Degree/Diploma, or working towards a Degree/Diploma, in Planning or other related subjects.</p> <p>2. Basic knowledge and understanding of land-use planning including relevant legislation, regulations and procedures. An understanding of minerals and waste planning and the potential issues and impacts associated with these developments would be an advantage.</p> <p>3. An understanding of the political process in local government.</p> | <p><i>Personal skills and general competencies</i></p> <p>4. Puts into practice the Council's commitment to excellent customer care.</p> <p>5. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.</p> <p>6. Works well with colleagues but also able to work on their own initiative.</p> <p>7. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration.</p> <p>8. Ability to produce precise written communication in the form of reports, emails and letters on planning matters.</p> <p>9. Possess effective oral communication skills, both in person and over the telephone, when dealing with members of the public, elected Members and groups and organisations on planning matters.</p> <p>10. Flexible to the needs of the team and organisation.</p> |
| <p><i>Experience</i></p> <p>18. Ability to use a wide range of technology effectively, including demonstrable experience of using IT applications e.g. word processing, databases, spreadsheets, GIS, email and internet.</p> <p>19. Ability to interpret information from maps and plans and analyse and interpret data from reports and statements.</p> | |

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| 20. Experience of effective interpersonal skills (telephone/face to face inquiries). 21. Ability to handle situations with tact and diplomacy. 22. Personal organisation skills (task prioritisation and time management) 23. Demonstrate strong communication skills including the ability to negotiate and influence. 24. Excellent team working skills, including working collaboratively to achieve organisational success. | 11. Creative, innovative and enterprising when seeking solutions to the team's and wider business needs. 12. Positive and adaptable, responding well to feedback and open to new ways of working. 13. A desire to drive innovation and improve efficiency and effectiveness. 14. Ability to reflect on own performance, working style and its impact on others. 15. Possess the drive to achieve in all aspects of work. 16. Demonstrate resilience and accountability. 17. Able to operate within organisational values. |
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Role Dimensions

1. The role will support the work of the Development Management and Planning Policy teams in the determination of planning applications; monitoring of ongoing development; responding to complaints; investigating unauthorised development and breaches of planning control; and preparation of development plans. These tasks will include report writing, research, evidence gathering, data analysis, negotiation, tact and diplomacy and conflict resolution.
2. The post holder will be required to demonstrate initiative and independence in order to organise their own workload and make decisions as to when and how duties are to be carried out.
2. Ability to cross rough terrain and attend site meetings in difficult conditions, occasionally outside normal office hours if required.
3. Full current UK driving licence.

Please attach a structure chart

Date: 22/01/2019