

Post: Principal Planning Enforcement Officer

- Salary/Grade: Grade 11 – £31,371 - £33,799
- Permanent
- Hours: 37 hours per week
- Location: District Council Offices, Mill Lane, Wingerworth
- Closing Date: 4th July 2019
- Interview Date: To be confirmed

Job Details and Requirements

North East Derbyshire encompasses both urban and rural environments, significant areas of Green Belt and areas of attractive countryside.

You will have the opportunity to work within a busy but supportive environment investigating and coordinating responses to alleged breaches of planning control within North East Derbyshire.

There will be significant opportunities to expand your professional experience and be a senior member of the Development Management Team inputting into service improvements and development.

We welcome applications from organised, dynamic individuals seeking to play a proactive role in delivering excellent planning outcomes across the District.

Contact Details

For an informal discussion about the post, please contact Adrian Kirkham, Planning Manager on (01246) 217591 or adrian.kirkham@ne-derbyshire.gov.uk.

Application Pack

If you are interested in this post, please visit the Jobs pages on the NEDDC website <http://www.ne-derbyshire.gov.uk/index.php/your-council/jobs>

To apply using our online application form, please visit the Derbyshire Jobs website or by clicking on the following link: <https://jobs.derbyshire.gov.uk/>

Please note that **CV's will not be accepted.**

Alternatively, if you do not have internet access, application packs are available from:

- Telephone the NEDDC Contact Centre on 01246 217640.
- Email humanresources.bdc&neddc@ne-derbyshire.gov.uk

Please return completed application forms to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to humanresources.bdc&neddc@ne-derbyshire.gov.uk by the advertised closing date.

We welcome applications from all sections of the community.

Job Description

Job title and post number	Principal Planning Enforcement Officer PD752
Service Area and Directorate	Planning / Development Management
Reports to	Planning Manager
Direct reports	Enforcement Investigation Officer (0.4FTE)
Grade	11
Salary range	£31,371 - £33,799

Job purpose

Responsible for the investigation of complaints and to ensure appropriate enforcement action is taken to remedy breaches of planning legislation.

Undertake a comprehensive range of activities covering all aspects of work relating to planning applications and planning enforcement.

To support the Planning Manager (Development Management) in delivering an effective and efficient service and contribute to the continuous improvement of the service.

To represent the Council in planning appeal(s) as appropriate.

Duties and responsibilities

1. To investigate alleged breaches of planning control
2. To supervise the Enforcement Investigation Officer in the investigation of reports alleging breaches of planning legislation.
3. Ensure the proper detection of breaches of planning legislation and undertake any correspondence in relation to such investigations.
4. Evaluate and consider the expediency of enforcement action and draft recommendations for consideration of appropriate action under delegated powers or by Committee as appropriate.
5. Deal with enquiries regarding enforcement matters.

6. Prepare statutory notices and ensure such notices are properly served.
7. Deal with applications for Certificates of Lawful Use/Development including drafting recommendations and certificates where appropriate.
8. Assist in the processing and determination of planning applications arising from enforcement investigation, preparing reports for either Planning Committee determination or under delegated powers.
9. To negotiate extensions of time on planning applications.
10. To represent the Council in planning appeal(s), as appropriate.
11. To discharge conditions on approved applications.
12. To act as a representative for the Planning Manager as required and as appropriate.
13. To liaise with Officers within the service to ensure the achievement of objectives.
14. To ensure proper records of enforcement activity are maintained including:
 - (a) records of complaints received and investigations;
 - (b) the Statutory Enforcement Register; and to regularly review the progress of enforcement cases so as to avoid cases to avoid unjustifiable delays and ensure compliance with the Councils Planning Charter.
15. To ensure, as appropriate, the implementation of procedures designed to safeguard Listed Buildings, Conservation Areas and protected Trees and Woodlands.
16. To present the Council's case at appeals, including hearings, public inquiries and in court proceedings including giving evidence in court.
17. To ensure correspondence and requests for information and assistance on Development Management matters are properly dealt with effectively.
18. To support the Planning Manager in ensuring the Councils IT system are used efficiently.
19. To liaise with other Sections of the Service and with other Services, Parish Councils and other authorities in the exercise of the Councils Development Management responsibilities.
20. Assist in the training and development of new members of staff when required.

Working conditions

You will be expected to work on site(s) as necessary to investigate alleged breaches of planning control and/or gain evidence/information to assist in deterring submissions made to the Council.

Physical requirements

There are no specialist physical requirements for this post.

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

Approved by:	<i>Adrian Kirkham</i>
Date approved:	<i>13th June 2019</i>
Reviewed:	

PERSON SPECIFICATION

Post Title: Principal Planning Enforcement Officer	Section: Planning		
Directorate: Place			
Knowledge (Essential)	AM	(Desirable)	AM
<ul style="list-style-type: none"> • Ability to plan, organise and prioritise work effectively. • Ability to negotiate • Excellent communication and presentation skills, oral and written • Ability to monitor performance and successfully achieve targets and objectives • Comprehensive knowledge of Development Management procedures and statutory requirements derived from the Town and Country Planning Act and subsidiary and associated legislation • Understanding of National Planning Policies and policy information • Ability to understand architectural drawings • Ability to use IT equipment and tools 	<p>a & i</p>		
Qualifications (Essential)			
<ul style="list-style-type: none"> • Full professional qualification in Town and Country Planning or significant practical work experience in Town and Country Planning 	a, i & c		
Experience (Essential)			
<ul style="list-style-type: none"> • Experience of negotiation with developers • Experience of preparation of appeal statements and reports on which planning decisions are to be taken • Experience of providing advice on a range of planning issues and liaising with members of the public, elected Members and other stakeholders • Experience of presenting evidence at Appeals 	a & i		

<ul style="list-style-type: none"> • Experience of gathering and recording evidence in criminal, civil or other proceedings • Experience of planning enforcement, including dealing with a range of planning applications and assisting major proposals 			
Skills (Essential)			
Other Requirements (Essential)			
<ul style="list-style-type: none"> • Full Driving Licence and an ability to travel around the District as required meeting the requirements of the service • Commitment to equal opportunities and a good understanding of its relevance to this post. • Commitment to customer care and an understanding of its relevance to this post • In the event of a declaration of a civil emergency or business continuity event you will be expected to undertake appropriate duties as directed by your line manager, these may include working outside the normal working parameters 	a & i		

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c), (o) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

Approved by:	<i>Adrian Kirkham</i>
Date approved:	<i>13th June 2019</i>
Reviewed:	