

	Job Title	Graduate/Senior Planning Enforcement Officer
	Department	Regeneration and Environment, Standards and Enforcement
	Section	Planning Enforcement Team
	Grade	SO1 – PO2
	Reports to	Planning Enforcement Team Manager or other officer as may be allocated from time to time.
	Staffing Responsibility	None
	Organisation	<i>Please attach organisation structure</i>

Job Purpose:

1. To work as part of a team dealing with planning enforcement and associated planning matters so as to safeguard the natural and built environment of Brent including the providing technical advice to users of the Planning service quickly, accurately and courteously, so as to meet the Council’s policy on the provision of quality services and service performance targets.
2. To contribute to local planning, regeneration and conservation projects so as to provide sustainable solutions to local environmental and economic problems.

Principal Accountabilities and Responsibilities:

1. The postholder must at all times carry out her/his duties with due regard to the Council’s Customer Care, Equal Opportunities and Best Value Policies and incorporating the Council’s Core Competencies.
2. The post holder is required to take reasonable care for the safety and health of themselves and others who may be affected by their acts; and to work with management to comply with Service/Unit procedures and with Brent Council’s Health and Safety Policy and all guidance, instructions and risk assessments. The jobholder is required to attend training relevant to their post in order to ensure their health and safety responsibilities are met.
3. To understand the value of information to the council and to contribute to good information governance by keeping information safe, accurate and up to date and available to those who need it. Abide by the council’s information governance policies.
4. To work as part of a team delivering a range of statutory services within a framework of legislation, statutory instruments, official guidance, work based policies and procedures and good professional practice.
5. To deal sensitively and courteously with customers and members of the public, and to give reliable and informed advice regarding the functions of the service.

6. Progressing a personal caseload and completing work and projects on time and in accordance with the brief given and the agreed work programme to ensure that service targets are met.
7. To be a constructive member of the Planning Enforcement Team, co-operating with other team members on projects and sharing ideas and information.
8. Responding, through investigation, to reported breaches of planning law independently and/or under guidance efficiently and in accordance with current legislation and the Council's planning and enforcement policy framework, ensuring the maintenance and enhancement of the built environment by seeking appropriate resolution through persuasion and negotiation, and writing reports for delegated and/or Committee decision that lead to enforcement or other appropriate action.
9. To draft and serve enforcement and other notices, after first making the necessary land searches, and assist in taking steps to secure compliance through prosecution or direct action, providing evidence in court when required.
10. To assist in the processing of enforcement appeals, including preparing written statements, giving evidence at local inquiries, and attending Inspector's site visits, ensuring that the statutory timetable is met at all times.
11. To work closely with the Area Teams in identifying sites where further action is required to address local environmental problems including the preparation of planning and/or development briefs.
12. To assist in working with local residents and businesses to identify and resolve local environmental problems, including issues in Conservation Areas, and promote measures to improve the environment through more proactive enforcement, including writing reports for and attending Residents Association meetings, Local Area Forums and other local meetings as required.
13. To carry out other inspections, investigations and other visits as directed, often with representatives from other service areas when required.
14. To provide general advice on planning matters to both internal and external customers accurately, quickly and courteously. Such to include answering the telephone and correspondence in accordance with the Service's guidelines, and to enable the Service to meet the Council's performance targets.
15. To maintain accurate records, including the entry of data onto computer systems, and produce correspondence, detailed and technical reports, and other written material as required.
16. To be the Service's representative as required (under guidance or independently) at cross-Council working groups and/or to external bodies.
17. Assisting on special and ad hoc projects, including service improvements, as required.
18. To maintain personal knowledge and expertise in the specialist, technical and legislative aspects relevant to the post, to undertake personal training and development activities as required.
19. To carry out any other duties commensurate with the grade and purpose of the job and the objectives of the Unit and the Council.

ADDITIONAL DUTIES ASSIGNED TO THE SCALE PO1 AND PO2 POSTS

20. Advising more junior professional and technical members within the team when required.
21. Processing more complex cases efficiently and independently and dealing with any subsequent appeals within the statutory timetable (including writing statements and proofs of evidence, appearing as the Council's expert witness at public inquiries and informal hearings).
22. To provide instructions to solicitors and give evidence in court on a more regular basis.
23. In conjunction and as agreed by the Team Manager, to take responsibility for specific proactive area or issue based enforcement projects to address specific problems and secure environmental improvements.

ADDITIONAL DUTIES ASSIGNED TO THE SCALE PO2 (SENIOR) POST, ONLY

24. To be the Service's representative as required at cross - Council working groups, and/or to external bodies.
25. To take specific responsibility for the successful implementation of agreed projects which contribute to improvements in the operation, efficiency and effectiveness of the service.
26. Assisting in the co-ordination and implementation of a wide range of projects and proposals, frequently involving other Council Departments, the private sector and external agencies to aid the regeneration of the Borough.
27. To work with local residents and businesses to identify and resolve local environmental problems, including issues in Conservation Areas, including writing reports for and attending Area Consultative Forums, and other local meetings.

DBS Status	Not Required
Politically Restricted	No

Person Specification

Education, Training & Qualifications:

1. A degree or recognised post graduate qualification in planning, or a related environmental subject. (SO1/SO2)
2. Two years experience in Planning Enforcement (PO1)
3. Four Year Experience in Planning Enforcement and/or Membership of the Royal Town Planning Institute or RICS (Planning & Development) (PO2)

Knowledge:

4. Current knowledge of the practices and procedures relating to development management and enforcement.
5. Demonstrate a thorough knowledge of current planning policy and issues facing an urban planning authority

Experience:

6. No experience but an understanding of the theory of development control and planning enforcement (SO1 – For Recent graduate entry)
7. 1 yrs recent experience in either development management/planning enforcement or in local projects. (SO2 and above)
8. A successful track record of managing a varied development management/Planning enforcement caseload (SO2 and above)
9. Experience of evaluating and making recommendations on planning proposals (SO2 and above)
10. Experience of handling appeals including hearings and/or public inquiries. (SO2 and above)

Skills and Abilities:

11. Work independently and as a team member
12. Manage and prioritise a workload to consistently meet work standards and personal performance targets
13. Undertake inspections, investigations and site visits and assess compliance of proposals against adopted policies and related standards
14. Communicate clearly and effectively, legal, technical and sensitive matters both verbally and in writing, with people at all levels of understanding. This will include high quality correspondence, statutory notices, schedules and reports
15. Confidently use and update computerised systems, including the internet, databases, word processors, and spreadsheets, and present information and ideas clearly in statistical form
16. Ability and willingness to work in a flexible manner and adapt to changing priorities
17. Utilise a range of information resources to maintain up-to-date knowledge and to guide decision-making
18. Ability to present arguments in a concise, effective and convincing way
19. Ability to interpret plans and understand built forms
20. Ability to deal with confrontational situations and deal with difficult customers
21. Possession of valid driving licence