

Lancaster City Council - Job Description & Person Specification

Job Title:	Planning Enforcement Officer	Grade:	GGS9	Job Code:	LCC093
Service/Team:	Planning and Climate Change/Development Management	Role Type:	Hybrid	Reports to:	Senior Planning Enforcement Officer
Line Manages: *Title/s & LCC Code	N/A				

Job Overview

To investigate planning enforcement complaints in accordance with the standards set in the Council's Planning Enforcement Charter and seek to resolve all cases within the shortest possible timescale, consistent with a high quality of decision-making.

Direct Responsibilities

Corporate

- Contribute, where required, to the development of the Council's overall strategic direction, policies and objectives.
- Provide professional advice, information and support in relation to planning enforcement matters to Councillors, Senior Managers and other colleagues, as required.
- Contribute to the Council's customer service ethos and be part of a strong working culture, with sound values and positive behaviour.
- Contribute to the development of strong performance management across the Council to help drive the effective service delivery in line with Council aspirations.
- Work across Council services to ensure an integrated approach to service planning and delivery, contributing to cross service projects, as required.

Specific

- To manage a significant workload, and to be mindful of confidentiality and have an awareness of relevant legislation (FOI/ General Data Protection) in terms of record keeping.
- To ensure that all planning enforcement complaints are investigated in accordance with the timescales and thresholds contained in the Council's Planning Enforcement Charter, with accurate and up-to-date electronic record-keeping, including the recording of planning expediency decisions in all cases.
- To prepare and serve formal Notices in relation to breaches of planning control, and to prepare appropriate statutory documentation for any appeal or court proceedings where required to do so including interviews under caution and witness statements.
- To represent the Council as a witness in Court proceedings, and to represent the Service during any related appeal proceedings (informal hearings and public inquiries), giving expert evidence.
- Where required to do so, to prepare and present enforcement reports to the Planning Regulatory Committee.
- To maintain a current knowledge of planning legislation, procedures and policies including planning enforcement case law, and any other guidance that may be relevant to Planning Enforcement matters.
- Where necessary, liaise with other Officers within the Service, including the Arboricultural Officer and Conservation Officers, to address any enforcement issues which involve landscape and heritage issues.

Lancaster City Council - Job Description & Person Specification

- To liaise with Policy Officers when required to make contributions towards the emergence of local planning policies and documents, in order to shape future policies against which planning applications and enforcement cases will be assessed, and when required to support colleagues at policy consultation events.

Staff Management

- Assist with the overall day to day enforcement case management of the Graduate Planning Enforcement Officer.

Primary Measurable Objectives

- To be proactive and proportionate in terms of planning enforcement decision-making, ensuring that public confidence in the planning system is maintained via planning expediency decisions that are capable of being defended should they be challenged.
- To act as professional planning enforcement advisors to Councillors, Senior Managers and other colleagues.
- To adopt a continuous improvement approach to all work delivered by the Planning and Climate Change Service, ensuring that placemaking is at the heart of all decision-making.

Staff Management Responsibilities

- The postholder will be required to help, mentor and provide guidance to the Graduate Planning Enforcement Officer of the Planning Enforcement Team.
- To fully support colleagues in the department and provide planning enforcement expertise, as requested, and to support the Senior Planning Enforcement Officer.

Lancaster City Council - Job Description & Person Specification

Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training	<ul style="list-style-type: none"> • Qualification to degree level in an enforcement/planning related discipline (or equivalent level of experience to show competence over a range of skills and abilities) 	<ul style="list-style-type: none"> • Membership of RTPI and maintenance of an up-to-date CPD record and training plan. 	App Form, Interview, Certificate
Experience	<ul style="list-style-type: none"> • Significant experience of managing complex planning enforcement workloads, including leading on the taking of formal action. • Significant experience of investigations into breaches of planning control and proven ability to make informed recommendations and decisions on the course of action. • Comprehensive knowledge of planning legislation, including the National Planning Policy Framework, National Planning Practice Guidance, and General Permitted Development Order. • Sound knowledge of planning law, including relevant case law. • Previous experience of representing a Local Authority during court, and 	<ul style="list-style-type: none"> • Experience in proofs of evidence associated with the Public Inquiry process with respect to Planning appeals. • Experience in determining planning applications/policy making. 	App Form, Interview

Lancaster City Council - Job Description & Person Specification

	<p>enforcement appeal proceedings.</p> <ul style="list-style-type: none"> • Previous experience of advising Councillors regarding planning enforcement matters. 		
Job Related Skills, Knowledge & Abilities	<ul style="list-style-type: none"> • Supervision and mentoring skills • Excellent Communication and negotiation skills • Effective workload management • A high focus upon customer service experience 		App Form, Interview
Personal Attributes Including Interpersonal & Communication Skills	<ul style="list-style-type: none"> • Good interpersonal skills – work as a member of a team and foster good working relationships both within the council and with external partners, for example, dealing with elected members and senior officers. • Self-motivated team player, with good organisational skills. • Demonstrates the capacity to work flexibly and autonomously, as well as being able to adapt to ongoing requirements of the role. • Ability to communicate effectively, both verbally and in writing at all levels. 		App Form, Interview

Lancaster City Council - Job Description & Person Specification

	<ul style="list-style-type: none"> • Able to demonstrate strong negotiation and persuasion skills. 		
Special Requirements/Other	<ul style="list-style-type: none"> • Full UK driving licence 		App Form, Interview

Lancaster City Council - Job Description & Person Specification

Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee Signature:		Print name:		Date:	
Manager Signature:					