

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Senior Planning Enforcement Officer (Planning Obligations)	<b>Grade:</b> PO2– PO4
<b>Section:</b> Development Management	<b>Directorate:</b> Chief Executive (Place Division)
<b>Responsible to following manager:</b> Planning Enforcement Manager	<b>Responsible for following staff:</b> n/a
<b>Post Number/s:</b>	<b>Last review date:</b> May 2024

#### Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

#### Job Purpose

Responsible to the Team Manager (Planning Enforcement) for the delivery of a high quality, good value, at speed Planning Enforcement Service ensuring that decision-making is robust, professional and transparent. To act as a professional specialist/expert at senior level providing definitive professional planning enforcement advice for the Councils, creating and applying best practice and delivering successful planning enforcement outcomes. This role will have a specific focus on investigating

breaches of S106 legal agreements where financial and other obligations have not been paid or met.

### **Specific Duties and Responsibilities**

1. To work independently and take personal responsibility for resolving planning enforcement investigations, with a specific focus on those relating to unpaid financial obligations agreed under section 106 of The Town and Country Planning Act 1990.
2. To negotiate with those responsible for breaches of planning control to achieve a satisfactory resolution without the need for formal or legal action where possible.
3. To draft enforcement reports under delegated authority and to seek the authority of the Planning Applications Committee to proceed with enforcement action.
4. To work with the Council's legal advisors, the Planning Enforcement Team Manager and the Information and Planning Obligations Team Manager to progress formal enforcement action where necessary, including seeking High Court Injunctions and other forms of formal action to secure compliance with outstanding planning obligations.
5. To take the lead on the preparation and presentation of evidence for applications for Injunctions and other court hearings.
6. To attend court and where relevant appear as a witness or expert on behalf of the Council.
7. To oversee the procurement of contractors and experts where relevant to ensure the Council's success in resolving breaches of planning control.
8. Maintain an up-to-date knowledge of relevant legislation and to take a proactive approach to relevant changes in legislation and updating junior staff on those changes.
9. To provide advice and guidance on enforcement investigations in response to planning best practice, procedure or policy within the legal/organisational policy framework.
10. Proactively identify issues, propose improvements and create solutions within the context of current and future service requirements in order to continually deliver high quality, customer focused planning services to managers and our full range of customers including developments in information technology systems, customer service and other processes and procedures.

11. To work flexibly in undertaking the duties and responsibilities of this job and participate as required in multi-disciplinary cross-departmental and cross-organisational groups.
12. To work outside of normal office hours on occasions where it is necessary to obtain evidence in connection with enforcement investigations or present enforcement recommendation at the Planning Applications Committee.
13. To lead on self-contained projects and larger projects in order to deliver organisational objectives as well as enabling agreed changes in planning practice and processes to take place.
14. Coach and facilitate the acquisition of skills and knowledge in others so that they are better equipped to be self-reliant in dealing with technical and people issues particularly for investigations into unpaid planning obligations.
15. Provide advice and guidance in response to planning best practice, procedure or policy within a legal/organisational policy framework and develop solutions or recommendations to meet service needs.
16. Ensure that service-wide and corporate performance indicators, targets and customer service standards are met for the full range of the workload.
17. Represent the Team/Department/Council at meetings (including evening meetings) both within the Council and outside bodies including public meetings on matters relevant to the Planning Service.
18. Deputise for the Planning Enforcement Manager where needed.

**CRITERIA FOR PROGRESSION TO PO3 (as for PO2 plus the following)**

1. To assess, negotiate and seek to resolve complex breaches of planning control including those pertaining to unpaid financial obligations under S106 of The Town and Country Planning Act 1990.
2. To ensure effective joined-up working between the Planning Enforcement Team and Information and Planning Obligations Team with processes to link monitoring with the initiation of enforcement action.
3. To work with the Council's legal advisors to prepare evidence for court hearings and injunctions with minimal supervision, input or correction from the Planning Enforcement Manager.
4. With the support of the Council's legal advisors to attend court hearings and injunctions, and where necessary, present evidence on the Council's behalf.

5. To produce clear and robust enforcement recommendations in an accurate, well written officer report based on relevant planning policies and other material considerations that require minimal input or correction from the Planning Enforcement Manager.
6. Maintain an up-to-date knowledge of relevant legislation and to take a proactive approach to relevant changes in legislation and updating junior staff on those changes as well as recommending revised procedures and practices to the Planning Enforcement Manager.
7. Lead and implement self-contained projects or components of larger projects in order to deliver organisational objectives as well as enabling agreed changes in planning practice and processes to take place.
8. Coach and facilitate the acquisition of skills and knowledge in others so that they are better equipped to be self-reliant in dealing with technical and people issues particularly those involved in the monitoring and enforcement of unpaid planning obligations.
9. Provide advice and guidance in response to planning best practice, procedure or policy within a legal/organisational policy framework and develop solutions or recommendations to meet service needs.
10. Ensure that service-wide and corporate performance indicators, targets and customer service standards are met for the full range of your own workload.
11. Initiate, participate in and where necessary take a management role on matters relating to compliance, enforcement and conflict resolution to ensure high quality innovative outcomes that reflect Council-wide objectives and policies.

**CRITERIA FOR PROGRESSION TO PO4 (as for PO3 plus the following)**

12. Demonstrate a proven track record of working independently to investigate breaches of planning control pertaining to unpaid financial obligations under S106 of The Town and Country Planning Act 1990.
13. To achieve success in obtaining compliance with s106 agreements relating to outstanding financial obligations, ensuring the Councils collect the maximum contributions available to them in those agreements where feasible.
14. To assess, negotiate and resolve assigned planning enforcement investigations and where necessary produce clear and robust recommendations in an accurate, well written officer report based on relevant planning policies and



other material considerations that require no input or correction from the Planning Enforcement Team Leader.

15. Maintain an up-to-date knowledge of relevant legislation and to take a proactive approach to relevant changes in legislation and updating all staff on those changes and also recommending and implementing revised procedures and practices.
16. Take a lead role in providing advice in response to planning best practice, procedure or policy within a legal/organisational policy framework successfully implement solutions based on this advice that leads to clear service benefits for the Councils.
17. Take responsibility for ensuring that service-wide and corporate performance indicators, targets and customer service standards are met for all work involved in the investigation and enforcement of unpaid planning obligations. In doing so, you will be proactive in identifying issues and proposing improvements and creative solutions to continually deliver high quality, customer focused planning services to customers and managers.

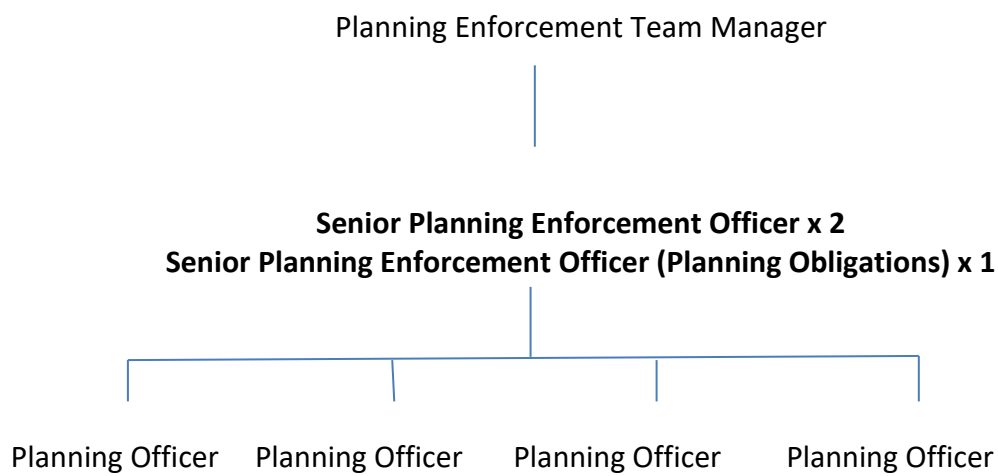
### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Additional Information**

- To assist as required with the management of budgets, including ensuring that all necessary processes and procedures are carried out in a timely and effective way.
- To provide supervision as required to assigned staff and take responsibility for the allocation and checking of work by staff.

**Team structure**



## Person Specification

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### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Comprehensive knowledge and understanding of planning legislation, policy guidance and circulars, practice and case law and the ability to apply that knowledge in negotiating and resolving highly complex and controversial planning enforcement investigations, including the enforcement of S106 legal agreements.	X		I/T

Knowledge and understanding of effective customer relations and customer care practices.	<b>X</b>		<b>I/T</b>
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Experience in dealing with, negotiating and resolving complex and controversial planning enforcement investigations within agreed timeframes, including giving evidence either in court or at public inquiries / informal hearings.		<b>X</b>	<b>I/T</b>
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Clear understanding of IT systems generally including Microsoft Office, measuring software and planning database system and document management systems.	<b>X</b>		<b>I/T</b>
Proven inter-personal skills.		<b>X</b>	<b>I/T</b>
Articulate in written and oral communication skills with particular reference to report and letter writing, public speaking, giving evidence (in court, and/or at public inquiries or information hearings), presentation skills and communicating with Members, the public, staff and other professionals.	<b>X</b>		<b>I/T</b>
Proactively support the team manager, including early corrective action to ensure key performance indicators, targets and customer services standards are met.	<b>X</b>		<b>I/T</b>
Ability to negotiate and resolve highly complex and controversial planning enforcement investigations within agreed timeframes in order to deliver a responsive, high quality, at speed, Development Management Service	<b>X</b>		<b>I/T</b>
Ability to organise own work within agreed timeframes to ensure that key performance indicators, targets and customer service standards are met and that a high quality of work and decision making is maintained.	<b>X</b>		<b>I/T</b>
To work effectively to meet challenging deadlines and manage competing and changing priorities.	<b>X</b>		<b>I/T</b>



Proven experience of providing creative solutions to problem solving and demonstrating a “can-do” attitude to improvements in service delivery including solutions involving the web and I.T. systems.	<b>X</b>		<b>I/T</b>
Ability to assist in identifying need for change and to introduce and manage changes designed to improve service delivery.		<b>X</b>	<b>I/T</b>
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
A degree in planning or other appropriate professional qualification and a member of the RTPI or eligible for full membership.	<b>X</b>		<b>C</b>

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**