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Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Planning Enforcement Officer	Grade: Scale 6 – PO1
Section: Development Management	Directorate: Environment and Community Services
Responsible to following manager: Senior Planning Enforcement Officer / Team Manager (Planning Enforcement)	Responsible for following staff: N/A
Post Number/s:	Last Review Date: April 2016

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement 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.

The Shared Staffing Arrangement 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) and working under the supervision of the Principal/Senior Enforcement Planner to deliver a high quality, good value, at speed Planning Enforcement Service ensuring that decision-making is robust, professional and transparent. To manage a caseload of planning enforcement cases and correspondence to agreed and identifiable time scales and delivering a well reasoned officer recommendation which delivers a successful planning enforcement outcome.



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Specific Duties and Responsibilities:

1. To investigate alleged breaches of planning control in line with relevant Town Planning Acts, legislation and Government guidance, and the Council's own policies and procedures (including our adopted planning enforcement policy).
2. To keep complainants, offenders, Councillors and other interested parties fully up to date at key stages of the planning enforcement process.
3. To negotiate with those responsible for breaches of planning control to achieve a satisfactory resolution, where possible.
4. To obtain relevant authorisation and serve statutory notices when necessary.
5. To prepare and present evidence in relation to enforcement appeals.
6. To prepare witness statements and proceed with prosecution when necessary.
7. Maintain an up-to-date knowledge of relevant legislation and to take a proactive approach to regarding relevant changes in legislation whilst carrying out duties.
8. Provide advice and guidance in response to planning best practice, procedure or policy within the legal/organisational policy framework.
9. Ensure that service-wide and corporate performance indicators, targets and customer service standards are met for the full range of the workload.
10. To work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary cross-department and cross-organisational groups.
11. To work outside of normal office hours on occasions where it is necessary to obtain evidence in connection with enforcement investigation.
12. To contribute towards self-contained projects or components of larger projects in order to deliver organisational objectives.



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CRITERIA FOR PROGRESSION TO S01 (as for Sc6 plus the following)

1. Work without close supervision and with personal responsibility for a range of enforcement complaints ensuring that these are effectively and efficiently carried out to identifiable deadlines in a manner that is consistent with planning policy and is successful in meeting corporate targets and objectives.
2. Assess, negotiate and take formal action, where required, based on relevant planning policies and other material considerations.
3. Undertake the enforcement written representation appeals and hearing with supervision.
4. Provide advice and guidance as required in response to planning best practice, procedure or policy within a legal/organisational policy framework and develop solutions or recommendations to meet service needs.
5. To ensure the highest level of customer service.

CRITERIA FOR PROGRESSION TO S02 (as for S01 plus the following)

1. Work with minimum supervision on a range of enforcement complaints ensuring that these are effectively and efficiently carried out to identifiable deadlines in a manner that is consistent with planning policy and is successful in meeting corporate targets and objectives.
2. Seek to 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.
3. Prepare appeal statements and give evidence as an expert witness at Informal or Court Hearings and Public Inquiries in connection with such cases under the supervision of a Senior Planner.

CRITERIA FOR PROGRESSION TO P01 (as for S02 plus the following)

1. Work more independently and take personal responsibility for enforcement investigations, including negotiation and formal action on the more complex and high profile enforcement cases ensuring that these are effectively and efficiently carried out to identifiable deadlines in a manner that is consistent



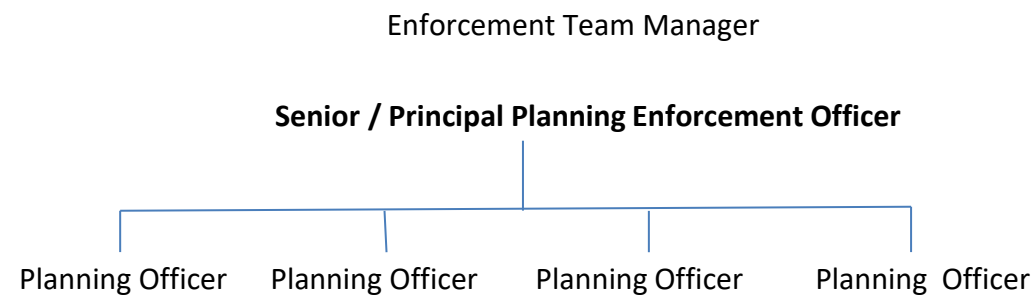
with the adopted planning enforcement policy and is successful in meeting corporate targets and objectives.

- 2. Prepare and gives evidence on behalf of the Council at Inquiries and in Court.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- 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 the SSA’s policies, 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 role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Current team structure





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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Developing knowledge and understanding of Planning legislation, policy guidance and circulars, practice and case law and the ability to apply that knowledge in negotiating and delivering highly complex and high risk planning applications within agreed timeframes in order to deliver a responsive, high quality service at speed Development Management Service.	A/I



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Knowledge and understanding of effective customer relations and customer care practices.	
Experience	
Experience in local government policy work including in planning enforcement, development management or the preparation of development plan documents or equivalents.	A/I
Skills	
Clear understanding of IT systems generally including Microsoft Office, measuring software and planning database system and document management systems	A/I/T
Well developed inter-personal skills	A/I/T
Articulate in written and oral communication skills with particular reference to report and letter writing, public speaking, presentation skills and communicating with Members, the public, staff and other professionals.	A/I
To proactively support the team manager, including early corrective action to ensure key performance indicators, targets and customer services standards are met.	A/I
Understanding of the need to negotiate in resolving breaches of planning control and delivering planning and other consent applications within agreed timeframes in order to deliver a responsive, high quality service at speed within the Development Management service.	A/I
To work effectively to meet challenging deadlines and manage competing and changing priorities.	A/I
To work as part of a team taking into account the needs of other Council Departments and with a willingness and ability to impart knowledge to other staff	A/I
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 IT systems.	A/I
Ability to assist in identifying need for change and to introduce and manage changes designed to improve service delivery.	A/I
Qualifications	
A degree in planning or other appropriate professional qualification and a member of the RTPI or eligible for or working toward full membership.	A/C

A – Application form

I – Interview

T – Test

C – Certificate