

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Planning Enforcement Officer	<b>Grade:</b> Scale 6 to PO1
<b>Section:</b> Planning Enforcement Team	<b>Directorate:</b> Place and Growth
<b>Responsible to following manager:</b> Craig Raybould	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b> RWE5065 RWE5066	<b>Last review date:</b> April 2016

#### 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) 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.



## **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.

## **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, handling complaints 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.

## Person Specification

<b>Job Title:</b> Planning Enforcement Officer	<b>Grade:</b> Scale 6 to PO1
<b>Section:</b> Planning Enforcement Team	<b>Directorate:</b> Place Division, CEX
<b>Responsible to:</b> Planning Enforcement Manager	<b>Responsible for:</b> N/A
<b>Post Number/s:</b> RWE5065 RWE5066	<b>Last Review Date:</b> April 2016

### 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
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.	x		A/I

Knowledge and understanding of effective customer relations and customer care practice.	<b>X</b>		<b>A/I</b>
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Experience in local government work including in planning.		<b>X</b>	<b>A/I</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>A/I/T</b>
Well developed inter-personal skills.	<b>X</b>		<b>A/I/T</b>
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.	<b>X</b>		<b>A/I</b>
To 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>A/I</b>
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.		<b>X</b>	<b>A/I</b>
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.	<b>X</b>		<b>A/I</b>
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.		<b>X</b>	<b>A/I</b>



Qualifications	Essential	Desirable	Assessed
A degree in planning or other appropriate professional qualification and a member of the RTPI or eligible for or working toward full membership.	X		A/C

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**