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| **Post title:** | Planning Enforcement Officer |
| **Grade:** | JK |
| **Responsible to:** | Principle Enforcement Officer |
| **Staff managed:** | None |
| **Directorate:** | Community Development  |
| **Service:** | Planning |
| **Job family:** | **P&T - Professional & Technical**  |
| **Date of issue:** | May 2023 |

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| Job context |
| * The Council’s Planning Service plays a fundament role in managing the natural and build environment, making the county a better place to live and work. Planning enforcement is there to preserve the integrity or, and public confidence in, the planning system by ensuring that any development complies with the rules of what is and not permissible.
* To work under the general direction of the Principal Planning Enforcement Officer to help deliver an efficient and effective Planning Enforcement service.
* Undertakes an assessment of alleged breaches of planning control. Where they might involve a breach of planning control, decides on how to proceed in each case. Conducts detailed research into planning records to obtain site history and other relevant information. Carries out investigations on site in respect of specific cases and advice as to how particular problems might be resolved. Decides on how to proceed on allocated enforcement matters and complaints of a planning nature using a variety of informal and enforcement tools to seek to resolve breaches of planning control.
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| **Job Purpose:** | **To undertake the enforcement of planning control function by receiving, investigating, gathering, and recording evidence, making recommendation reports on allegations of breaches of planning control and carrying out of formal enforcement action where necessary.** |

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| Operational management: | * Receive, investigate, and prepare reports with recommendations on allegations of breaches of planning control.
* Undertake systematic and periodic reviews of approvals to monitor compliance and identify unauthorised developments.
* Serving notices and summonses in association with unauthorised operations. Acting as an expert witness on behalf of the Council.
* To undertake surveys on specific matters with a view to the development of potential policy initiatives.
* To observe the requirements of the Health and Safety legislation.
* To observe the requirements of the Data Protection Act and to comply with the requirements of General Data Protection Regulations and all such related legislation, maintaining confidentiality at all times
* To comply with the Council’s commitment to Equality and Diversity
* To comply with all policies and procedures relevant to the role
* To undertake learning and development activities which will enhance your capabilities and the overall capacity and performance of the Council
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| Resource management: | * Assist with the management external contractors as required
* Personal Protective Equipment for use on site
* Digital cameras for use on site
* Mobile phone for use when away from office
* Measuring equipment for use on site
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| Partnerships: | * Liaise with other statutory bodies and stakeholders eg: the Environment Agency and with other Council Departments
* Develop positive working relationships with key agencies and colleagues across the wider planning service and other council directorates
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| Communications: | * Liaising closely with the Council’s Legal, Housing and Environmental Health Officers and officers of the North Yorkshire Building Control Partnership on matters of common interest relating to this post.
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| Systems and information: | * To operate the IT systems associated with the post.
* To contribute to the development of new systems, and with training, to keep up to date on IT development affecting the work.
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| Person Specification: |  |
| Essential | **Desirable** |
| Knowledge and Experience* Awareness, understanding and interpretation of national and local planning legislation, policy and procedures
* Working in a customer environment or with members of the public or organisations
* Able to work in a team and on own initiative
* Working to tight timescales and achieve outcomes
 | * Knowledge of health and safety legislation
* Knowledge of Data Protection Act.
* Experience and knowledge of planning IT Systems
* Enforcement experience.
* Local Government experience.
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| Occupational Skills* Good precise evidence gathering and record keeping.
* Communication and liaising skills.
* Presentation skills.
* IT skills.
* Flexible approach to work tasks.
* Customer responsiveness and care.
* Drive to progress cases in a timely manner.
* Good interpersonal skills
* Able to interpret information and make balanced judgements in the public interest
* Conflict resolution techniques
* Working proactively
* Ability to prioritise work loads
* Able to provide a statutory and advisory service on all aspects of planning control
* Able to establish and maintain effective relationships with Councillors, other members of staff, outside agencies and the public to promote and practice good customer care.
* Able to produce accurate and timely records/ reports
* Sound numeracy and analytical skills
* Ability to deal with users of the enforcement service in a sensitive but firm manner incorporating a caring but professional approach.
* Ability to advise Members of the Council, Parish Councils, private organisations and the general public on planning enforcement and related planning matters including attendance at external meetings as required
* Ability to undertake discussions with those in breach of planning control including negotiations to secure a satisfactory resolution
 | * Ability to represent the Authority across a wide range of forums.
* Good negotiating skills.
* Persistence to complete tasks.
* Report writing.
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| Behaviours* Motivated reliable and enthusiastic
* Demonstrate and work within the core values of the organisation

[link](https://www.northyorks.gov.uk/your-council/our-role-structure-and-objectives#accordion-content-0-0) |  |
| Professional Qualifications* 5 GCSE’s (or equivalent) including Maths and English
 | * Relevant Degree (or equivalent)
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| Other Requirements* Ability to travel around the County
* Able to undertake site visits
* Able to attend meetings and site visits outside normal office hours.
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| Career progression: |
| * At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g. apprenticeships and work shadowing/coaching.
* As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities.
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| Structure |
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NB – Assessment criteria for recruitment will be notified separately.
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.