

PERSON SPECIFICATION

Compliance & Monitoring Officer

Essential	Desirable	Assess by
Knowledge and Qualifications		
<p>HNC or equivalent qualification in a relevant discipline.</p> <p>Full driving license and access to a vehicle.</p> <p>Knowledge of legislation and statutory guidance relating to planning enforcement.</p>	<p>MRTPI or working towards (at appropriate level) or equivalent.</p>	<p>Application/Interview</p>
Experience		
<p>Experience of working practically in a planning enforcement capacity and in line with statutory and non-statutory compliance.</p> <p>Experience of carrying out investigations, obtaining witness statements and actioning complaints regarding planning control breaches.</p> <p>Ability to engage with and support customers, agents and elected members.</p> <p>Experience of reporting writing and preparing witness statements.</p>	<p>Use of specialist planning software and database management systems, such as ILAP, Caps UNIFORM, Planning Portal.</p>	<p>Application/Interview</p>
Skills and competencies		
<p>Excellent team working and written and verbal communication skills.</p> <p>Excellent negotiations skills.</p> <p>Good administrative and organisational Skills.</p>		<p>Application/Interview</p>
Physical, mental and emotional demands		

The ability to work with interruption, balancing a number of different priorities and conflicting demands. Able to work evenings, weekends and bank holidays.		Application/Interview
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All applicants with a disability who meet the minimum requirements for the role will be given an interview and will be considered on their abilities.

We can only accept applications from candidates who are permitted to work within the UK, or from those who have a valid work permit.