

JOB DESCRIPTION

Planning Enforcement Officer

Service area:	Development Services
Reports to:	Head of Development Services. Delegated responsibility to Principal Planning Officer
Responsible for:	N/A
Location:	Leek and Buxton
Work flexibly between ALL sites:	Yes
Grade:	AR7
Salary range:	£39,513 to £43,693 per annum
Car driver:	Yes
Essential/casual:	Essential

JOB PURPOSE

To participate in the delivery of a fully comprehensive and professional planning enforcement service across the Alliance, in accordance with statutory and non-statutory duties and in line with the Council's CHOICE values to ensure efficient, effective and positive service delivery is achieved.

To actively demonstrate a 'can do' attitude and commercially minded approach, to ensure efficient, effective and positive service delivery and customer service.

To work across the Alliance to ensure organisational and public service outcomes are maximised.

JOB DUTIES

To work collaboratively within the development services team across the Alliance and provide advice on all aspects of planning enforcement to officers, Councillors, developers, site owners and relevant community groups.

To fully investigate, (in a detailed and timely manner) and action all complaints regarding breaches of planning control with particular emphasis on the more complex complaints.

To create and serve Planning Contravention Notices, Enforcement Notices, Breach of

Control Notices, Untidy Site Notices and other relevant notices, where necessary, in accordance with the Councils Enforcement concordat, in order to achieve regulatory compliance.

To prepare witness statements, as appropriate, and to provide evidence in Court when required.

To respond to and action as appropriate, any appeals against Notices issued in response to breaches of planning control.

To maintain and update records of planning enforcement cases.

To undertake any other reasonable work instruction requested by the Head of Service which is commensurate with the post, including the processing of planning applications as required.

CORPORATE RESPONSIBILITIES

- To comply with, and promote, both Councils' Equalities and Diversity Scheme ensuring that all discrimination is eliminated and referring any instances of perceived discrimination to the appropriate Executive Director.
- To ensure confidentiality at all times in all matters relating to the work of both Councils.
- To take every opportunity, where practicable and appropriate, to use information and communication technology to improve service delivery and efficiency.
- To carry out the above duties and responsibilities in accordance with any training given, written arrangements for health and safety, and any safe systems of work identified by risk assessments.
- To support the Council's commitment to good environmental Eco-management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- To apply the principles of good Customer Care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and Elected Members.
- To work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- To adhere to all aspects of confidentiality and Data Protection in order to comply with the law. To observe both Council's policies and guidelines on the General Data Protection Regulations.
- To adhere to and embrace the standards of behavior required under the Alliance Choice values and code of conduct.
- To be committed to safeguarding and promoting the welfare of children and young people/vulnerable adults.
- To be deployed to carry out election duties during the working day as required.

JOB REQUIREMENTS

Transport Requirements Driving required for travel to Alliance locations

Working Patterns Hours of work as agreed with the line manager. Some out of

hours work may be required

Working Conditions

Office based with travel to Alliance locations / agile working
(where applicable)

Resources Staff/Finance

Physical

Working to planned priorities

DBS

No