

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Senior Planning Enforcement Officer
Service Area / Team	Planning
Reports to	Development Management CIL & Enforcement Team Leader
Post Number	TBC
Grade & Annual Salary	Grade F-G
Politically Restricted Post	Politically restricted – sensitive
DBS Requirement	N/A

JOB PURPOSE
- To assist the Development & Enforcement Manager, CIL & Enforcement Team Leader in providing a professional, efficient and effective planning enforcement service on behalf of the Council. - To provide advice, information and guidance on enforcement matters and to investigate breaches of planning control and provide the relevant information to the Chief Planning Officer, Development & Enforcement Manager, CIL & Enforcement Team Leader and Planning & Licensing Committee to enable them to make decisions on breaches of planning control.

MAIN DUTIES AND RESPONSIBILITIES	Frequency (daily/weekly/ monthly/annually etc)
To investigate alleged breaches of planning control and to collect and collate background information to enable a decision to be made on whether a breach of planning control has taken place and if so whether the development is acceptable.	Daily
To provide professional planning enforcement related advice to members of the public, including site owners and their agents; staff; and councillors.	Daily
Where possible to seek to resolve problems relating to unauthorised development without taking formal action, by assisting other team members & negotiating with members of the public, including land owners and their professional agents.	Daily

To undertake the collection of evidence in the form of site notes, site plans, photographs, statements etc	Daily
To prepare reports for the Development & Enforcement Manager & CIL & Enforcement Team Leader recommending the approach to be taking with regard to breaches of planning control.	Daily/weekly
To prepare reports to the Planning and Licensing Committee recommending whether enforcement action should be taken and in so doing providing detailed advice to members regarding planning law, planning policy and best practice	Monthly/as required
To draft enforcement notices, stop notices, breach of condition notices and other statutory notices as may be necessary to remedy unacceptable breaches of planning control.	As required
To appear on behalf of the council as its professional planning witness at public inquiries and hearings.	As required
To present evidence in Courts of Law.	As required
To provide advice relating to enforcement and planning matters to councillors and staff.	Daily/as required
To remove unauthorised advertisements.	As required
To liaise with enforcement officers of other departments within the council to achieve the most effective enforcement action.	Daily/weekly as required
To work to the Council's Planning Enforcement Protocol and the Council's Enforcement Policy	Daily

CORPORATE RESPONSIBILITIES

Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
To actively demonstrate the values and behaviours of the council.
To ensure our customers are valued by taking into account their views and needs in all that we do.

• To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.

• To communicate openly and honestly with colleagues, members and customers.
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• To undergo any training necessary to be able to fulfil the requirements of the job.

• To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

Folkestone & Hythe District Council Person Specification

Post Title: Senior Planning Enforcement Officer

Important Information for Applicants:

The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. **If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.**

Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential ▪ Educated to degree level in planning or a relevant related subject ▪ A professionally recognised planning qualification or planning related qualification which allows eligibility for corporate membership of the RTPI	✓		
	Desirable ▪ Chartered membership of the RTPI, or licentiate membership and be eligible for corporate membership within the next 6 months	✓		
Experience and Knowledge	Essential ▪ Previous experience of working in planning enforcement & dealing with complex breaches of planning control	✓	✓	
	▪ Experience of investigating sites that have multiple breaches of planning control	✓	✓	
	▪ Experience of drafting formal notices and witness statements for prosecutions	✓	✓	
	▪ Knowledge of all relevant planning enforcement legislation, policy and practice	✓	✓	
	▪ Experience with office systems such as Word, Excel & Outlook	✓	✓	

	Desirable ▪ Ability to make sound professional judgements and recommendations in complex or contentious cases	✓	✓	
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