

Job Description

Job title	Assistant Enforcement Officer
Directorate	PLACE : Regeneration, Culture and Environment
Division	Planning Service
Range	MPR 3
Reports to	Head of Development Management

Main purpose of the job:

Be part of a team that undertakes a systematic and sustained approach to planning enforcement against unauthorised development.

To work closely with the Enforcement Officer, Senior Enforcement Officer and other services within the Council, including STG (Building Control), Housing, Licensing, Council Tax, Environment Health, Community Safety and legal to ensure a corporate approach to enforcement actions.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

Accountabilities and outcomes:

Investigate alleged breaches of planning control following the necessary procedures and undertaking site visits.

Make recommendations including inviting planning applications or recommending Enforcement Action, preparing the required letters and reports.

Working with other officers within the Enforcement Team and Development Management to produce reports for formal Enforcement Action and serving the relevant Notices.

To work with planning officers and legal where necessary to defend appeals against notices and to prepare necessary paperwork, attend and give evidence in court in relation to prosecution proceedings.

Maintain complete and accurate IT records to document all stages of the investigations.

To work with the Business Development Manager to ensure that the IT systems are maintained enabling performance reports to be produced and to ensure the efficient and effective use of IT in the enforcement process.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Organisation:

This role reports to the Head of Development Management.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

- GCSE standard in English
- Minimum of 3 A levels (or other Level 3 qualification) including Geography or similar subject related to planning.

Level B (in addition)

- Undertaking a degree in a planning related subject.

Level C (in addition)

- Degree in planning related subject.
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Knowledge

Level A

- Knowledge and understanding of IT systems and their application in planning related processes.
- Knowledge of the UK planning system and the role of planning enforcement.
- A good understanding of equality, diversity and inclusion.
- A good understanding of GDPR legislation and best practice in relation to information sharing.

Level B (in addition)

- Demonstrable knowledge of investigations of a range of breaches of planning control.
- Knowledge of the varying types of appropriate planning enforcement action.

Level C (in addition)

- Extensive knowledge of investigations of a range of breaches of planning control.
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Experience

Level A

- At least 12 months experience in planning related field.
- At least 12 months experience in using legislative systems similar to those required for planning.
- Demonstrable experience of thoroughly analyzing information, and considering alternative solutions, adapting to new ways of working where necessary.
- Experience of dealing with customers in a courteous and helpful way by keeping them advised of progress and offering them a solution to their problem.
- Demonstrable experience of taking responsibility for own actions and development opportunities, maintaining high levels of integrity.

Level B (in addition)

- Experience in a planning enforcement role.

- Experience of investigating breaches of planning control and making appropriate recommendations.
- Experience of serving Planning Enforcement Notices.

Level C (in addition)

- Extensive experience in a planning enforcement role investigating a full range of alleged planning breaches.
 - Extensive experience of serving Planning Enforcement Notices and other relevant Notices.
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Skills

Level A

- Proficient in the use of Microsoft Word, Excel and Outlook
- Full driving licence valid for use in the UK and access to own transport for work purposes
- Good analytical and research skills.
- Ability to communicate in a manner which is easily understood and tailored to meet the needs of the audience.
- Ability to manage time effectively, planning own workload and setting appropriate objectives and deadlines.
- Ability to think about alternative ways of doing things and being open to new work practices and responsive to change.
- Ability to deal effectively, confidently, diplomatically, sensitively and assertively with confrontational situations.
- Ability to demonstrate an understanding of how teams work with other services and takes a proactive approach towards helping others.

Level B (in addition)

- Demonstrable negotiation skills to remedy breaches of planning control.
- Ability to communicate effectively with a range of audiences including Councillors.

Level C (in addition)

- Ability to work independently on caseload with minimal supervision or assistance.
- Ability to use own judgement and creativity to assess situations, solve problems and adapt to new ways of working.