

Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Assistant Enforcement Officer	Range 3	- 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.	Required for this level (in addition to all previous levels, if applicable)	In addition to level A	In addition to levels A and B
			Qualifications - GCSE standard in English - Minimum of 3 A levels (or other Level 3 qualification) including Geography or similar subject related to planning.	Qualifications Undertaking a degree in a planning related subject.	Qualifications Degree in planning related subject
			Knowledge - 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.	Knowledge - Demonstrable knowledge of investigations of a range of breaches of planning control. - Knowledge of the varying types of appropriate planning enforcement action.	Knowledge Extensive knowledge of investigations of a range of breaches of planning control.
			Experience - 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	Experience - Experience in a planning enforcement role. - Experience of investigating breaches of planning control and making appropriate recommendations. - Experience of serving Planning Enforcement Notices.	Experience - 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

			offering them a solution to their problem. • Demonstrable experience of taking responsibility for own actions and development opportunities, maintaining high levels of integrity.		
			Skills • 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	Skills • Demonstrable negotiation skills to remedy breaches of planning control. • Ability to communicate effectively with a range of audiences including Councillors	Skills • 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.
Enforcement Officer	Range 4	• Investigate alleged breaches of planning control following the necessary procedures and undertaking site visits. • To act as lead officer on complex and sensitive planning enforcement cases working in partnership with internal and external agencies	Required for this level (in addition to all previous levels, if applicable) Qualifications • GCSE standard in English • Minimum of 3 A levels (or other Level 3 qualification) including Geography or similar subject related to planning.	In addition to level A Qualifications • Undertaking a degree in a planning related subject	In addition to levels A and B Qualifications • Degree in planning related subject

		including legal, the Police and Environment Agency. • Make recommendations including inviting planning applications or recommending Enforcement Action, preparing the required letters a reports. • To act as lead officer 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.	<u>Knowledge</u> • 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. • Demonstrable knowledge of investigations of a range of breaches of planning control. • Knowledge of the varying types of appropriate planning enforcement action, including Enforcement Notices, Breach of Condition Notices and Planning Contravention Notices. • A good understanding of equality, diversity and inclusion. • A good understanding of GDPR legislation and best practice in relation to information sharing.	<u>Knowledge</u> • Extensive knowledge of how to investigate a range of breaches of planning control. • Demonstrable knowledge of the varying types of appropriate planning enforcement action, including Enforcement Notices, Breach of Condition Notices and Planning Contravention Notices.	<u>Knowledge</u> • Extensive knowledge of the varying types of appropriate planning enforcement action, including Enforcement Notices, Breach of Condition Notices and Planning Contravention Notices.
			<u>Experience</u> • At least 3 years' experience in planning related field, including at least 12 months being involved in enforcement proceedings. • At least 3 years' experience in using legislative systems similar to those required for planning. • Demonstrable experience of coping well under pressure and difficult situations, able to identify and act on own development needs. • Demonstrable experience of thoroughly analyzing information, and considering alternative solutions, adapting to new ways of working where necessary. • Demonstrable experience of contributing to change and listening to new ideas. • Demonstrable experience of taking responsibility for own actions and development	<u>Experience</u> • Demonstrable experience of serving Planning Enforcement (and related) Notices. • Extensive experience in a planning enforcement role investigating a full range of alleged planning breaches. • Experience of undertaking a multi-disciplinary investigation working closely with partner agencies to achieve a common outcome.	<u>Experience</u> • Extensive experience of serving Planning Enforcement (and related) Notices. • Extensive experience of undertaking a multi-disciplinary investigation working closely with partner agencies to achieve a common outcome

			opportunities, maintaining high levels of integrity.		
			<u>Skills</u> • 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 use the most appropriate style and method of communication with people at different levels inside and outside of the organization including Councillors. • Ability to manage time effectively, planning own workload and setting appropriate objectives and deadlines. • Ability to deal effectively, confidently, diplomatically, sensitively and assertively with confrontational situations. • Demonstrable negotiation skills to remedy breaches of planning control. • Ability to demonstrate a wide understanding of customer needs and being able to manage their expectations. • Ability to demonstrate an understanding of how teams work with other services and takes a proactive approach towards helping others. • Commitment to equality and diversity, accepting differences and treating everyone fairly.	<u>Skills</u> • Excellent negotiation skills to remedy breaches of planning control. • Excellent analytical and research skills.	<u>Skills</u> • Exceptional negotiation skills to remedy breaches of planning control. • Good customer care skills, with experience of adapting services, where possible, to meet customer needs. • Ability to work independently on caseload with minimal supervision or assistance.
Senior Enforcement Officer	Range 5	• Investigate and make recommendations on all types of alleged breaches of planning control following the necessary procedures and undertaking site visits and to	Required for this level (in addition to all previous levels, if applicable)	In addition to level A	In addition to levels A and B
			<u>Qualifications</u> Professional Qualification	<u>Qualifications</u> •	<u>Qualifications</u> •

		liaise with the Derelict Buildings and Empty Properties Officer where required. - To act as lead officer on complex and sensitive planning enforcement cases working in partnership with internal and external agencies including legal, the Police and Environment Agency. - To take formal enforcement action where appropriate including the writing statement of reasons for relevant Notices and direct action. - To work with planning officers and legal where necessary to defend appeals against notices, including attendance at appeals and to attend and give evidence in court in relation to prosecution proceedings. - To lead on updating Planning Enforcement processes and procedure notes to ensure the delivery of an efficient Planning Enforcement Service. - To be responsible for a large amount of confidential computerized planning information including; Preparing prosecution papers where necessary against the failure to comply with the relevant legal requirements and attend Court when required. Maintaining the list of cases with formal action for Planning Committee. - Attend Planning Committee to represent Planning Enforcement and present progress reports. - To work with the Business Development Manager to ensure	- Degree in planning related subject OR Professional Experience - A minimum of 5 GCSES (at grade 4-9) or equivalent, including English and Maths and experience in working with enforcement/legislative proceedings for a period of at least 5 years		
			Knowledge - Demonstrable competence with ICT packages especially Microsoft Office, Planning related IT packages, Land Registry and electronic document management systems. - Demonstrable knowledge and understanding of principles, processes and practical application of legislation related to Planning. - Extensive knowledge of the varying types of appropriate planning enforcement action. - A good understanding of equality, diversity and inclusion and how these impact the workplace. - A detailed understanding of GDPR legislation and best practice in relation to information sharing	Knowledge - Extensive knowledge of investigations of a range of breaches of planning control. - Complete knowledge of the varying types of appropriate planning enforcement action. - Knowledge of the legal processes and procedures in relation to unresolved breaches of planning control.	Knowledge Complete knowledge of the legal processes and procedures in relation to unresolved breaches of planning control
			Experience - At least 5 years' experience in planning related field, including in enforcement proceedings. - At least 5 years' experience in using legislative systems similar to those required for planning. - Demonstrable experience of the use of enforcement powers available under legislation related to Planning or similar. - Demonstrable experience of coping well under pressure	Experience - Demonstrable experience of preparing reports to Planning Committee on the Planning Enforcement function. - Extensive experience of serving Planning Enforcement (and related) Notices. - Extensive experience in a planning enforcement role investigating a full range of alleged planning breaches	Experience - Extensive experience of serving Planning Enforcement (and related) Notices and prosecutions/direct action. - Extensive experience of preparing reports to Planning Committee on the Planning Enforcement function

		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.	and difficult situations, able to identify and act on own development needs. • Demonstrable experience of carrying out investigative work. • Demonstrable experience of analysing information, considering alternatives and making recommendations and decisions on different courses of action. • Experience in dealing with a range of customers including difficult and obstructive people as well as those that may be vulnerable. • Demonstrable experience of contributing to change and listening to new ideas. • Demonstrable experience of coping well under pressure and difficult situations, able to identify and act on own development needs. • Demonstrable experience of taking responsibility for own actions and development opportunities, maintaining high levels of integrity.		
			<u>Skills</u> • 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. • Demonstrable ability to manage time effectively, planning own workload and setting appropriate objectives and deadlines. • Ability to deal effectively, confidently, diplomatically, sensitively and assertively with confrontational situations.		

			• Demonstrable ability to carry out effective problem solving and negotiation. • Demonstrable ability to carry out cost assessments and take responsibility for procuring the services of external contractors to carry out direct action. • Demonstrable ability to carry out risk assessments with regard to potential environmental hazards and personal safety prior to undertaking site visits. • Excellent interpersonal skills and the ability to deal with people with tact and diplomacy, including the ability to negotiate and mediate between various parties. • Demonstrable ability to be self-motivated, committed and use own initiative. • Excellent customer care skills, with experience of adapting services, where possible, to meet customer needs. • Demonstrable ability to work with other services and take a proactive approach towards helping others. • Ability to demonstrate an understanding of how teams work with other services and takes a proactive approach towards helping others. • Understanding of Commitment to equality and diversity, accepting differences and treating everyone fairly		
Derelict & Empty Buildings Officer	Range 5	• To identify, investigate and inspect properties within Medway which are empty and/or harmful to the character of the area and make recommendations following the necessary procedures and to liaise with the Officers in the	Required for this level (in addition to all previous levels, if applicable)	In addition to level A	In addition to levels A and B
			<u>Qualifications</u> Professional Qualification • Degree in planning related subject <u>OR</u> Professional Experience	<u>Qualifications</u> •	<u>Qualifications</u> •

		Enforcement Team where required. - To liaise with the owners and/or occupiers of the properties to seek voluntary action to upgrade the appearance of the property and/or bring it back into use and/or to take enforcement action (which may include prosecutions and direct action) against failure to improve the appearance of a property which is causing harm to the visual amenity of the area and/or long term empty properties. Represent and attend Court as necessary in association with any related enforcement action. - To develop, maintain and monitoring a list of long term empty properties, prioritise cases and produce work schedules for properties. - To identify and maximize any sources of available funding to facilitate the occupation of empty properties and to promote incentives that and develop strategies to encourage and persuade owners to bring empty properties back into use. - Attend Planning Committee to represent and present progress reports on properties within Medway which are empty and/or harmful to the character of the area. - Develop and oversee production of the Council's Strategy for Managing Empty Properties, effectively measure the success of the Strategy and make data-driven decisions to enhance its effectiveness. - Work closely with partners and Registered Social Landlords in order to bring about building	A minimum of 5 GCSES (at grade 4-9) or equivalent, including English and Maths and experience in working with enforcement/legislative proceedings for a period of at least 5 years		
			<u>Knowledge</u> - Demonstrable competence with ICT packages especially Microsoft Office, Planning related IT packages, Land Registry and electronic document management systems. - Demonstrable knowledge and understanding of principles, processes and practical application of legislation related to Planning. - Demonstrable knowledge of the varying types of enforcement powers available under legislation related to Planning, Building Regulations and/or Housing in order to bring about building repairs and/or the occupation of empty properties. - A good understanding of equality, diversity and inclusion and how these impact the workplace. - A detailed understanding of GDPR legislation and best practice in relation to information sharing	<u>Knowledge</u> - Full understanding of the planning application and associated processes. - Extensive knowledge of the varying types of enforcement powers available under legislation related to Planning, Building Regulations and/or Housing in order to bring about building repairs and/or the occupation of empty properties.	<u>Knowledge</u> Complete knowledge of the varying types of enforcement powers available under legislation related to Planning, Building Regulations and/or Housing in order to bring about building repairs and/or the occupation of empty properties
			<u>Experience</u> - Demonstrable experience of using enforcement powers available under legislation related to Planning, Building Regulations and/or Housing in order to bring about building repairs and/or the occupation of empty properties. - Demonstrable experience of working in Development Management and/or Housing within Local Authority. - Demonstrable experience in	<u>Experience</u> - Extensive experience of using enforcement powers available under legislation related to Planning, Building Regulations and/or Housing in order to bring about building repairs and/or the occupation of empty properties. - Extensive experience of working in Development Management and/or Housing within Local Authority. - Demonstrable experience of dealing with a caseload of	<u>Experience</u> - Extensive experience of using enforcement powers available under legislation related to Planning, Building Regulations and/or Housing in order to bring about building repairs and/or the occupation of empty properties and prosecutions/direct action. - Extensive experience of dealing with a caseload of planning applications

		repairs and/or the occupation of empty properties. • Provide pre-application advice and process planning applications related to cases previously identified as causing harm to visual amenity and/or empty properties to determination including undertaking site visits, providing advice and negotiating with applicants, agents and developers and the preparation of the necessary delegated and committee reports with recommendations • 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.	carrying out investigative work. • Demonstrable experience in inspecting properties to assess and produce requirements for repair and maintenance work. • Demonstrable experience in dealing with a range of customers including difficult and obstructive people as well as those that may be vulnerable. • Demonstrable experience in making assessments under planning legislation on appropriateness in relation to applications for planning permission. • Demonstrable experience of coping well under pressure and difficult situations, able to identify and act on own development needs. • Demonstrable experience of contributing to change and listening to new ideas.	planning applications associated with properties within Medway which are empty and/or harmful to the character of the area. • Demonstrable experience of preparing reports to Planning Committee on properties within Medway which are empty and/or harmful to the character of the area	associated with properties within Medway which are empty and/or harmful to the character of the area. • Extensive experience of preparing reports to Planning Committee on properties within Medway which are empty and/or harmful to the character of the area
			<u>Skills</u> • 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 and ability to carry out unaccompanied site visits. • Demonstrable ability to thoroughly researching and analysing information, considering alternatives and innovative solutions and making a recommendations and decisions on courses of action. • Excellent communication skills with the ability to present complex information in an understandable way. • Demonstrable ability to manage time effectively, planning own workload and setting appropriate objectives and deadlines.	<u>Skills</u> • Excellent negotiation skills to remedy harm to the visual amenity of the area and to encourage and persuade owners to bring empty properties back into use. • Excellent ability to thoroughly researching and analysing information, considering alternatives and innovative solutions and making a recommendations and decisions on courses of action. • Excellent ability to manage time effectively, planning own workload and setting appropriate objectives and deadlines.	<u>Skills</u> • Exceptional negotiation skills to remedy harm to the visual amenity of the area and to encourage and persuade owners to bring empty properties back into use. • Exceptional ability to thoroughly researching and analysing information, considering alternatives and innovative solutions and making a recommendations and decisions on courses of action. • Ability to work independently on caseload with minimal supervision or assistance.

			• Demonstrable ability to carry out effective problem solving and negotiation • Excellent interpersonal skills and the ability to deal with people with tact and diplomacy, including the ability to negotiate and mediate between various parties. • Demonstrable ability to be self-motivated, committed and use own initiative. • Excellent customer care skills, with experience of adapting services, where possible, to meet customer needs. • Demonstrable ability to work with other services and take a proactive approach towards helping others. • Understanding of Commitment to equality and diversity and the ability to apply this to all situations • Flexibility to work varied hours on occasions.		
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