

## JOB SUMMARY

<b>Post Title</b>	<b>Planning Enforcement Officer</b>						
<b>Job Family</b>	<i>Service Delivery</i>	<b>Pay Range</b>	8	<b>Line Manager to others?</b>	No	<b>Role profile ref</b>	SD09
<b>Service Area</b>	<i>Planning Services</i>						
<b>Line Manager</b>	Planning Team Leader						
<b>Location</b>	<i>Seaclose Offices, Newport</i>						

**Job Purpose** To assist in development control related matters specifically in relation to enforcement related issues. When necessary, to manage development control applications.

**Job Context (key outputs of the role to provide some specific examples of role profile accountabilities)**

1. To provide an efficient and effective planning enforcement service, by carrying out prompt and accurate triaging and investigations of possible breaches of planning control as required in accordance with the Council's Enforcement Policy and other policies. To assess, and determine cases in relation to enforcement matters.
2. To liaise with fellow enforcement officers, the Development Control and Policy sections of the Planning Service, other sections of the Service and the Council, as well as outside organisations.
3. Where necessary, to prepare reports and present cases for the appropriate senior officer or Team Leader, and in relation to appeals and prosecution statements as required by the Planning Team Leaders.
4. To maintain up to date knowledge of current and forthcoming planning legislation and policies. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.
5. To assist to other service-related activities and associated disciplines/workstreams as may be required by the Planning Leadership team

**Knowledge, Skills and Experience**

<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific groups.	<ul style="list-style-type: none"> <li>• Experience of dealing with the public, including through oral, and written means</li> <li>• The role will require the ability to set out the Council's actions accurately and logically. There will also be a requirement to deal with people in challenging circumstances</li> </ul>	<b>E</b>	
Knowledge and ability to learn the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Knowledge of other areas of the authority relevant to the service.	<ul style="list-style-type: none"> <li>• Practical experience of site/proposal assessments or knowledge of construction processes</li> <li>• Relevant technical knowledge or ability to learn the planning system, planning law and legislative requirements. Willingness to learn and continue professional development.</li> <li>• Ability to appreciate and interpret working drawings.</li> </ul>	<b>E</b>	

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Literacy and numeracy skills with proven ability to maintain accurate records and write clear, accurate and concise reports.	Reports and correspondence will need to set out clearly reasons for taking or not taking action in respect of enforcement cases, setting out legislation, policy and reasoning	<b>E</b>	
Knowledge of relevant financial processes and experience or training sufficient to ensure financial processing and / or budget monitoring is completed accurately.			<b>D</b>
Good ICT skills including use of Microsoft applications and specialist systems.			<b>D</b>
Practical experience demonstrating development through a series of progressively more demanding and relevant work roles. Relevant experience within the service area, working as part of team to meet service standards, targets and deadlines.	The role will require excellent communication in order to provide updates, reasoning for decisions and the ability to maintain dialogue in challenging circumstances. It is essential that officers work as a team to investigate breaches of planning control		<b>D</b>
Good planning and organisational skills, with proven ability to use initiative, prioritise workloads, monitor and evaluate work and ensure deadlines are achieved.	The role will include a complex workload and will require an ability to manage this in line with service expectations and the Council's Planning Enforcement Policy	<b>E</b>	
Good negotiating skills and ability to deal with stakeholders	The role will require negotiation, consultation and information gathering from a range of stakeholders. Officers need to maintain good rapport with all stakeholders, where possible	<b>E</b>	
Research, investigation and analysis skills.	The role will require an investigation in to site circumstances, planning history, legislation and analysis of these matters	<b>E</b>	
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Educated to GCSE standard (5 GCSEs – A to C grade) and A level standard (3 A levels) or equivalent or able to demonstrate equivalent experience – including English and Maths and ideally Geography or a related discipline.		<b>E</b>	
Educated to A level standard or equivalent or able to demonstrate equivalent experience.			<b>D</b>
Student, Associate, Licentiate, or Chartered membership of the RTPI			<b>D</b>

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Holder of a full UK driving licence (and access to a car for work purposes)		<b>E</b>	
<b>Other Requirements</b>			
N/A			