



## JOB DESCRIPTION

<b>Job title</b>	Enforcement and Monitoring Officer - Minerals and Waste		
<b>Directorate</b>	Minerals and Waste		
<b>Reporting to</b>			
<b>Grade</b>	11		
<b>Evaluation ref;</b>	RP030	Job Family Ref:-	
<b>Role purpose</b>			
<p>The Monitoring and Enforcement Planning Officer at Somerset Council is responsible for ensuring compliance with planning regulations and policies related to minerals and waste. This role involves investigating and resolving breaches of planning control, conducting site inspections, and monitoring ongoing developments to ensure they adhere to approved plans and conditions. The officer will provide expert advice on enforcement matters, prepare reports and recommendations, and represent the council at public inquiries and appeals. The role requires close collaboration with various stakeholders, including developers, local communities, and government agencies, to address planning issues and promote sustainable development. The officer will also contribute to the development and implementation of enforcement strategies and policies, ensuring they align with national and regional objectives. This position demands strong analytical, communication, and negotiation skills to effectively manage complex enforcement cases and deliver positive outcomes for the community.</p>			

### Responsibilities

- Investigate complaints of alleged breaches of planning control.
- Conduct site inspections to monitor compliance with planning permissions and conditions.
- Prepare and serve enforcement notices, including Planning Contravention Notices, Enforcement Notices, and Stop Notices.
- Provide expert advice on planning enforcement matters.
- Prepare and present reports and recommendations to planning committees.
- Represent the council at public inquiries, appeals, and other forums.
- Liaise with developers, local communities, and government agencies.
- Monitor and review mineral and waste sites against planning permissions and legal agreements.
- Conduct research and data analysis to support enforcement actions.
- Manage complaints and resolve issues related to planning breaches.
- Contribute to the development and implementation of enforcement strategies and policies.
- Provide training and guidance to junior staff and colleagues.

### Corporate Responsibilities.

- Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.
- Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

### Impact

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Knowledge / Experience / Skills			
	Essential at full competence	Essential at recruitment	Desirable at recruitment
<b>Knowledge</b>			
<ul style="list-style-type: none"> <li>In-depth knowledge of planning legislation and policies related to minerals and waste.</li> </ul>	ü		
<ul style="list-style-type: none"> <li>Understanding of enforcement procedures and regulations.</li> </ul>	ü		
<ul style="list-style-type: none"> <li>Familiarity with local, regional, and national planning frameworks.</li> </ul>	ü		
<ul style="list-style-type: none"> <li>Knowledge of land use planning and development control processes.</li> </ul>	ü		
<ul style="list-style-type: none"> <li>Awareness of health and safety regulations in relation to site inspections.</li> </ul>			ü
<ul style="list-style-type: none"> <li>Understanding of public consultation and stakeholder engagement processes.</li> </ul>			ü
<b>Experience</b>			
<ul style="list-style-type: none"> <li>Proven experience in a planning enforcement role, preferably within minerals and waste.</li> </ul>	ü		
<ul style="list-style-type: none"> <li>Experience in investigating and resolving breaches of planning control.</li> </ul>	ü		

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<ul style="list-style-type: none"> <li>Experience in conducting site inspections and monitoring compliance.</li> </ul>	ü		
<ul style="list-style-type: none"> <li>Experience in preparing and presenting reports to planning committees.</li> </ul>	ü		
<ul style="list-style-type: none"> <li>Experience in representing an organization at public inquiries and appeals.</li> </ul>			ü
<ul style="list-style-type: none"> <li>Experience in developing and implementing enforcement strategies and policies.</li> </ul>			ü
<b>Qualifications / Registrations / Certifications</b>			
<ul style="list-style-type: none"> <li>Degree in Town Planning, Environmental Science, or a related field.</li> </ul>	ü		
<ul style="list-style-type: none"> <li>Membership of a relevant professional body, such as the Royal Town Planning Institute (RTPI).</li> </ul>	ü		
<ul style="list-style-type: none"> <li>Postgraduate qualification in a related discipline.</li> </ul>			ü
<ul style="list-style-type: none"> <li>Certification in enforcement procedures.</li> </ul>			ü
<ul style="list-style-type: none"> <li>Training in public inquiry and appeal processes.</li> </ul>			ü

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<ul style="list-style-type: none"> <li>Continuous professional development in planning and related fields.</li> </ul>			ü
<b>Skills</b>			
<ul style="list-style-type: none"> <li>Strong analytical and problem-solving skills.</li> </ul>	ü		
<ul style="list-style-type: none"> <li>Excellent communication and negotiation skills.</li> </ul>	ü		
<ul style="list-style-type: none"> <li>Ability to interpret and apply planning legislation and policies.</li> </ul>	ü		
<ul style="list-style-type: none"> <li>Proficiency in using planning and mapping software.</li> </ul>	ü		
<ul style="list-style-type: none"> <li>Strong organizational and time management skills.</li> </ul>	ü		
<ul style="list-style-type: none"> <li>Ability to work effectively with a range of stakeholders.</li> </ul>	ü		
<ul style="list-style-type: none"> <li>Good report writing and presentation skills.</li> </ul>			ü
<ul style="list-style-type: none"> <li>Ability to manage and resolve conflicts.</li> </ul>			ü

### Working conditions

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### Working Arrangements

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