

## JOB DESCRIPTION

<b>Job Title</b>	Senior Planning Enforcement Officer		
<b>Directorate</b>	Climate and Place		
<b>Reporting to</b>			
<b>Grade</b>	9		
<b>Evaluation ref:</b>	RP038	<b>Job ref:</b>	<b>Family</b>
<b>Role purpose</b>			
<p>The Senior Planning Enforcement Officer at Somerset Council plays a crucial role responsible for undertaking; coordinating, responding and prioritising enforcement and compliance activities within the Development Management directorate. This position is responsible for ensuring compliance with planning regulations and addressing breaches of planning control for the more complex cases across Somerset. The role involves investigating complaints, conducting site visits, negotiating and taking appropriate enforcement actions to rectify unauthorized and unlawful developments. The officer will work closely with other departments, stakeholders, members and the public to provide guidance on planning matters and ensure that development activities align with local and national planning policies. Additionally, the role requires preparing detailed reports, witness statements and representing the council in appeals and court proceedings, ensuring maintenance of accurate records of enforcement actions. The Senior Planning Enforcement Officer will also mentor junior staff and contribute to the continuous improvement of the council's planning enforcement processes.</p>			
<b>Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Investigate complaints regarding breaches of planning control.</li> <li>• Conduct site visits to assess compliance with planning permissions.</li> <li>• Prepare and serve enforcement notices and other legal documents.</li> <li>• Provide advice and guidance to the public, developers, and other stakeholders on planning enforcement matters.</li> <li>• Maintain accurate records of enforcement actions and investigations.</li> <li>• Prepare detailed reports and recommendations for planning committees.</li> <li>• Represent the council at planning appeals, public inquiries, and court proceedings.</li> <li>• Collaborate with other departments and external agencies to resolve planning issues.</li> <li>• Monitor development sites to ensure compliance with planning conditions.</li> <li>• Mentor and support junior planning enforcement staff.</li> <li>• Contribute to the development and implementation of planning enforcement policies and procedures.</li> <li>• Ensure that all enforcement actions comply with relevant legislation and council policies.</li> </ul>			
<b>Knowledge / Experience / Skills</b>			

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	Essential	Desirable	
<b>Knowledge</b>			
Comprehensive understanding of planning legislation and enforcement procedures	X		
Knowledge of local and national planning policies	X		
Familiarity with the Town and Country Planning Act	X		
Understanding of legal processes related to planning enforcement	X		
Knowledge of data protection and confidentiality requirements	X		
Awareness of environmental and sustainability issues related to planning		X	
<b>Experience</b>			
Proven experience in planning enforcement or a related field	X		
Experience in conducting site visits and inspections	X		
Experience in preparing and serving enforcement notices	X		
Experience in preparing reports and presenting at planning committees	X		
Experience in representing an organization at appeals and court proceedings	X		
Experience of Proceeds of Crime Act		X	
Experience in mentoring or supervising junior staff		X	
<b>Qualifications / Registrations / Certifications</b>			
Degree in Town Planning, Urban Planning, or a related field	X		
Membership of a relevant professional body such as the Royal Town Planning Institute (RTPI)	X		
Continuous professional development in planning and enforcement	X		
Professional qualification in planning enforcement		X	
Training in legal aspects of planning enforcement		X	
<b>Skills</b>			
Excellent investigative and analytical skills	X		
Strong written and verbal communication skills	X		

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Ability to interpret and apply complex legislation	<b>X</b>		
Strong negotiation and conflict resolution skills	<b>X</b>		
Ability to work independently and manage a diverse caseload	<b>X</b>		
Good organizational and time management skills	<b>X</b>		
Ability to work collaboratively with a range of stakeholders	<b>X</b>		
Proficiency in using planning and enforcement software		<b>X</b>	
<b>Working Arrangements</b>			
Somerset Council's dynamic Working Strategy will be applied to this position			
<b>Corporate Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.</li> <li>• 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.</li> </ul>			

Date: 08.08.2024