

JOB DESCRIPTION

Job Title	Planning Enforcement Officer - Development Role		
Directorate	Climate and Place		
Reporting to	Senior Planning Enforcement Officer		
Grade	Grade 11		
Evaluation ref:	RP039	Job Family ref:	
Role purpose			
<p>To be responsible for undertaking; coordinating, responding and prioritising enforcement and compliance activities and related planning caseload including compliance and enforcement action in accordance with policy and legislation. This role involves investigating alleged breaches of planning control, taking appropriate enforcement action, and providing expert advice on planning enforcement matters. The officer will work closely with other council departments, external agencies, elected members and the public to resolve planning issues and maintain the integrity of the planning system taking into account relevant legislation, policies, and the procedures of the Council. The role requires a proactive approach to managing a varied and high caseload, preparing detailed reports, robust decisions, and representing the council through appeal and in legal proceedings when necessary. The Planning Enforcement Officer will also contribute to the development and implementation of enforcement policies and procedures, ensuring that development within Somerset is carried out in accordance with approved plans and regulations.</p>			
Responsibilities			
<ul style="list-style-type: none"> Investigate alleged breaches of planning control and gather evidence to ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practice. Conduct site visits and inspections to assess compliance with planning regulations or breaches of planning control. Prepare detailed reports and recommendations for to planning committee, for delegated decisions or Enforcement Action taking account of relevant legislation, policies, and the procedures of the Council. Draft enforcement notices and other legal documents. Liaise with other council departments, external agencies, and the public. Provide expert advice on planning enforcement matters. Represent the council at planning committees, public inquiries, and court proceedings. Manage a varied caseload and prioritize tasks effectively in accordance with performance targets. Monitor compliance with enforcement notices, breach of condition notices and court action and take further action if necessary. Contribute to the development and implementation of enforcement policies and procedures. Maintain accurate records and update the planning enforcement database. Respond to enquiries and complaints from the public, members, and other stakeholders. 			

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- Negotiate with transgressors to pro-actively resolve breaches of planning control amicably.
- Assist in the preparation and presentation of appeal statements and proof of evidence.

Knowledge / Experience / Skills

	Essential	Desirable	
Knowledge			
Thorough understanding of planning legislation and regulations	X		
Knowledge of the planning enforcement process and procedures	X		
Awareness of local government structure and functions		X	
Familiarity with the development management process		X	
Understanding of environmental and sustainability issues related to planning		X	
Knowledge of legal procedures and court processes related to planning enforcement		X	
Experience			
Experience in planning enforcement or a related field	X		
Proven track record of managing a varied caseload	X		
Experience in preparing detailed reports and legal documents	X		
Experience in conducting site visits and inspections	X		
Experience in liaising with various stakeholders, including the public and external agencies		X	
Experience in representing an organization in legal proceedings		X	
Qualifications / Registrations / Certifications			
Degree in Town Planning, Urban Studies, or a related field	X		
Valid driving license	X		
Membership of a relevant professional body, such as the Royal Town Planning Institute (RTPI)		X	
Certification in planning enforcement or related training		X	
Continuous professional development in planning and enforcement		X	

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Skills			
Excellent investigative and analytical skills	X		
Strong written and verbal communication skills	X		
Ability to interpret and apply planning legislation and policies	X		
Strong negotiation and conflict resolution skills	X		
Ability to work independently and as part of a team	X		
Good organizational and time management skills	X		
Attention to detail and accuracy in record-keeping	X		
Ability to present complex information clearly and concisely		X	
Proficiency in using planning enforcement databases and software		X	
Proficiency in using Microsoft Office applications		X	
Working Conditions			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position			
Corporate Responsibilities			
<ul style="list-style-type: none"> • 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. 			

Date: 8/8/2024