



## Craven District Council

### Job Description

### Planning

<b>Job Title:</b>	<b>Planning Enforcement Officer</b>
<b>Grade:</b>	<b>Scale 5</b>
<b>Location:</b>	<b>Belle Vue Square, Skipton</b>
<b>Reports to:</b>	<b>Planning Enforcement Team Leader</b>

#### Duties and Responsibilities

To support the Planning Enforcement Team Leader in the provision of a high quality and professional Planning Enforcement Service and be committed to continuous improvement.

Act as first point of contact for enquiries relating to your teams' activities, responding positively with courtesy and a high degree of professionalism.

Work as part of the Development Management Team in providing a statutory and advisory service on all aspects of planning control in accordance with the current service plan.

#### Inspection Duties

- To visit sites to ensure that the terms of planning permissions have been complied with
- To investigate complaints from various sources on development Management matters
- To visit site and prepare documentation connected with Planning Appeals
- To maintain a daily log of work.

#### Enforcement Duties

- To be responsible for the investigation of breaches of Planning Control and to prepare a report for each investigation for the Planning Enforcement Team Leader and if necessary, the Planning Committee
- Develop an up-to-date knowledge of planning legislation, planning policy, and planning practice
- To serve enforcement notices etc., as and when required.

## **Other Duties**

- Section 106 Monitoring
- To receive lists of H.G.V. licence applications from the Licensing Authority, and formulate the Council's response following site visits to ensure that a H.G.V. centre would be suitable in the specified area
- Contribute to the other planning functions of the Planning Service as may be required
- All such other duties, functions and responsibilities as may be conducive, incidental, necessary or appropriate for the discharge of the foregoing specific responsibilities and duties
- Comply with the Authority's Health and Safety Policy and Codes of Practice and be alert and contribute to the safety and security of the office environment
- Develop self to improve performance within established Personal Development Plan

**The job description is not a definitive list of tasks. It is designed to give an overall view of the job it is not an indicator of the sole requirements of the work required. It is expected that you will use initiative and develop your own style to achieve the overall purpose. The precise responsibilities may change from time to time in line with the organisational requirements of the Council. Reasonable adjustments will be made to working arrangements to accommodate a person with a disability who would otherwise be prevented from undertaking the work.**

## Person Specification

### Planning Enforcement Officer

<b>Knowledge/Qualifications / Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
Level 3 or above in Town Planning (or equivalent qualification)		✓	Application form
<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
A sound working knowledge of the basics of development management law	✓		Application form/ Interview
An appreciation of current environmental, economic and social issues in rural areas		✓	Application form/ Interview
Effective communication and negotiation skills, including the ability to relate well to customers at all levels	✓		Application form/ Interview
Ability to be cool-headed, fair, firm and helpful	✓		Application form/ Interview
Ability to work quickly and accurately and maintain comprehensive records	✓		Application form/ Interview
Effective report writing and presentation skills	✓		Application form/ Interview
Effective time management and organisational skills	✓		Application form/ Interview
Ability to work on own initiative within policy guidelines	✓		Application form/ Interview
Ability to use IT including experience of word processing, presentation, and database packages	✓		Application form/ Interview
Ability to successfully handle complex planning casework	✓		Application form/ Interview
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
Two years' experience of working in the Planning Sector	✓		Application form/ Interview
<b>Other Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
A full driving licence and access to a car for work purposes	✓		Application form
Ability to work well within a team environment	✓		Application form