

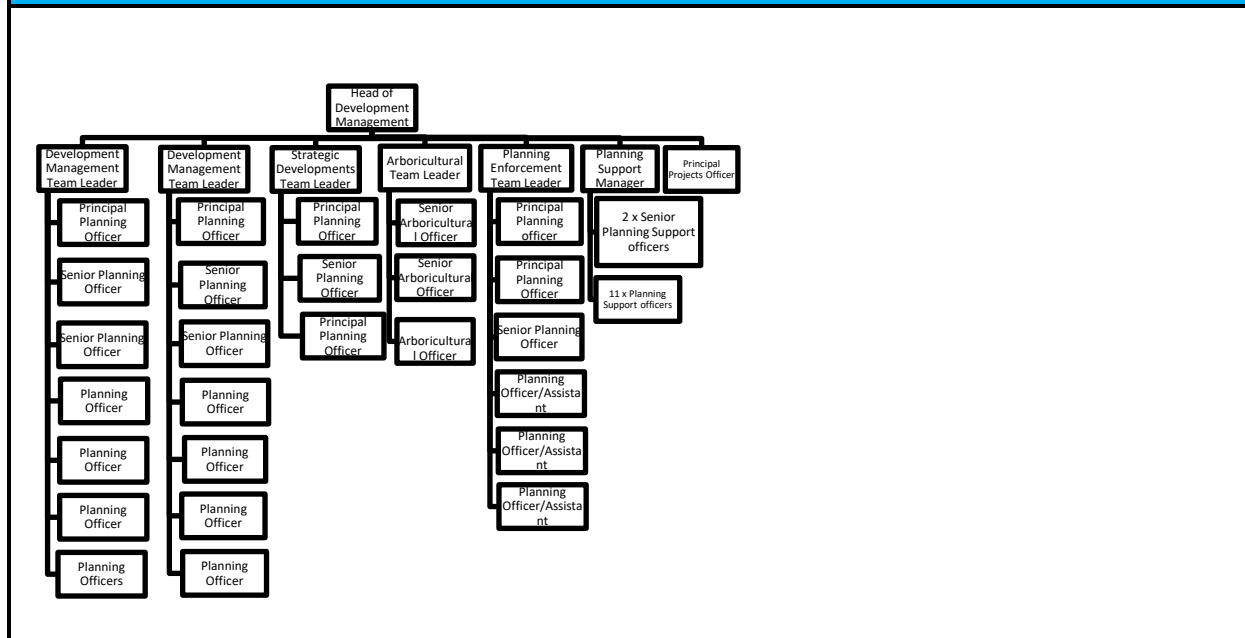
JOB DESCRIPTION

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| Job Title | Senior Planning Enforcement Officer |
| Position Number(s) | |
| Department | Planning and Place |
| Section or Service | Development Management |
| Grade | HMGN 201 |

DESIGNATION:

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| Responsible to: | Development Management Team Leader/ Planning Enforcement Team Leader/ Strategic Developments Team Leader |
| Employees directly supervised (if applicable): | None |

Family Tree



1. JOB PURPOSE:

Researching, considering and reporting on the full range of applications, development proposals and enforcement matters including major developments, under the Planning Acts and related legislation. Researching, considering and reporting on pre-application enquiries. Preparing appeal statements, appearing at public inquiries and hearings and answering enquiries from applicants, their agents and other customers in relation to planning matters, advising other departments as required. Preparing for and attending planning committees.

2. DESCRIPTION OF DUTIES:

1. Inspecting plans, carrying out site visits and assessing development proposals and possible breaches of planning control, including proactive monitoring
2. Providing advice to applicants and other customers, including on whether permission/consent is likely to be granted and how schemes may be altered so permission/consent may be granted, and negotiating complex planning applications and enforcement matters (often with a gross value of many millions of pounds and negotiating significant financial contributions through legal agreements such as under s106), considering alternatives and recommending the most appropriate course of action
3. Advising third parties about planning matters and the scope of planning control
4. Maintaining notes of site visits, meetings and records of actions
5. Drafting reports and recommending whether applications are granted or refused and whether enforcement action should be taken for submission to planning committee or for decision by the Director or Head of Development Management.
6. Preparing statements and other materials for appeals and prosecutions for agreement by the Team Leader and/or Head of Development Management, and to appear as the Council's representative at inquiries, hearings and court.
7. Keeping applicants, complainants, colleagues, councillors and others informed of the position of current cases and to share knowledge where necessary.
8. Checking applications for validation as part of providing a joined up service to applicants, giving the necessary advice to applicants and maintaining appropriate records
9. Presenting to planning committee meetings, answering questions from the committee as necessary
10. Assisting in the Customer Service Centre and ensuring the highest levels of customer service
11. Instructing and leading formal enforcement action where authorised
12. Providing assistance in the training or supervision of junior members in the team

13. From time to time arranging for consultancy advice (for approval by others), normally up to a maximum value of £25,000 and managing the delivery of the output with the contractor
14. Contributing to service improvement projects, sometimes in a leading role
15. Such other relevant duties as may be allocated from time to time

SELECTION CRITERIA/PERSON SPECIFICATION

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|-------------------|-------------------------------------|
| Job Title: | Senior Planning Enforcement Officer |
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

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| A | <p>Equal Opportunities</p> <p>Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.</p> |
| B | <p>Qualifications</p> <p>Essential:</p> <ul style="list-style-type: none"> • a planning degree or equivalent • licentiate membership of the Royal Town Planning Institute (or equivalent) • evidence of relevant continuous professional development <p>Desirable:</p> <ul style="list-style-type: none"> • chartered membership of the Royal Town Planning Institute (or equivalent) or eligibility for chartered membership and evidence of relevant continuous professional development |

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| C | <p>Skills; Experience and Attitude</p> <p>Essential:</p> <ul style="list-style-type: none"> • significant planning experience, some of which should have been gained in a development management (including planning enforcement) environment • excellent working knowledge of current planning legislation and practice • able to communicate clearly and articulately with the spoken word • able to give both informal and formal presentations and confident in communicating with a wide range of people at all levels • able to construct concise, articulate reports presenting arguments clearly and persuasively • able to prioritise and effectively manage a heavy workload • a methodical and thorough approach to routine tasks and when dealing with detailed work • able to use initiative within own role as appropriate • able to meet short deadlines whilst retaining quality through effective time management and reviewing progress • shares information and liaises with others in order to meet objectives • commitment to the provision of a quality service to customers • good keyboard and IT skills <p>Desirable:</p> <ul style="list-style-type: none"> • a sound knowledge of London planning issues • experience of preparing evidence for public inquiries or court cases • experience of presenting and answering at committee • some experience and/or knowledge of historic buildings and conservation areas • some experience of arranging small scale contracts for consultancy advice |
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| Our Values & Behaviours | |
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| D | <div style="border: 1px solid black; background-color: #00bcd4; color: white; padding: 5px; text-align: center; margin-bottom: 10px;"> PUTTING COMMUNITIES FIRST </div> <ul style="list-style-type: none"> • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input |

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| <p>E</p> | <div style="text-align: center; background-color: #00a651; color: white; padding: 5px; border-radius: 10px; margin-bottom: 10px;"> <p>RESPECT</p> </div> <ul style="list-style-type: none"> • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly. |
| <p>F</p> | <div style="text-align: center; background-color: #00a6e6; color: white; padding: 5px; border-radius: 10px; margin-bottom: 10px;"> <p>INTEGRITY</p> </div> <ul style="list-style-type: none"> • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued |
| <p>G</p> | <div style="text-align: center; background-color: #00a651; color: white; padding: 5px; border-radius: 10px; margin-bottom: 10px;"> <p>WORKING TOGETHER</p> </div> <ul style="list-style-type: none"> • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas. |