**Job Description**

**Post Title: Senior Planning Enforcement Officer**

**Role Profile** Officer Grade J

**Service/Team** Planning & Transport – Planning Enforcement

**Reports to** Planning Enforcement Manager

**Responsible for**

**Number of posts** 1

**Post number**

**My job improves the quality of life for the people of Bournemouth, Christchurch, and Poole, by ensuring the planning enforcement regime is effective maintaining confidence in the planning process, in order to safeguard the local environment and by ensuring the negative impacts of new or altered development resulting in planning harm are fully mitigated.**

**Job Overview**

To assist delivery of the Council’s Planning Enforcement Service on all matters relating to the Planning Service and in accord with Government guidance and legislation. To assist leading a team of professional officers, deal with a range of complex planning enforcement investigations and prosecutions, ensuring planning legislation and policy is adhered to, and that successful enforcement can effectively assist in safeguarding the local environment in a timely fashion.

**Key Responsibilities**

* Under the lead of the Planning Enforcement Manager, co-ordinate the delivery of the planning enforcement service and to ensure advice and engagement is provided in accordance with statutory, national and local requirements, and proactive monitoring and management of priorities, processes and workflows.
* To perform the lead role for the Council on complex planning, advertisement, listed building and tree enforcement investigations and prosecutions, including those of a complex and/or contentious nature, comprising the drafting, reviewing, preparation of reports, notices and the service of statutory notices.
* Under the lead of the Planning Enforcement Manager, develop an efficient, effective and well-respected team through monitoring staff development needs and performance and consistence and aligned across the enforcement team for consistent decision making.
* Oversee the work of enforcement officers and enforcement technicians. Providing support and supervision, including allocating work, undertaking case reviews and signing off work in strict accordance with the Council’s scheme of delegation.
* To represent the Council where appropriate in a professional manner that safeguards the reputation of the Council, promoting a positive perception of the service and developing a culture of providing excellent customer care to all service users.
* To establish and maintain credible and effective working relationships, both internally and with external organisations.
* In their absence, when required, to represent the Planning Enforcement Manager on development/enforcement related matters.
* Represent the Planning & Transport Directorate at appeals, informal hearings and public inquiries, with enforcement witness statements, legal action, court cases as they affect planning enforcement matters.
* To liaise with the Planning Enforcement Manager to ensure aligned practice across BCP.

**Specific Qualifications and Experience**

* Planning related degree or Investigatory degree or a similar related subject OR be able to demonstrate equivalent knowledge, skills and experience in planning and be educated to NVQ Level 5
* Professional competence in relation to planning matters.
* Management or Supervisor qualification or equivalent relevant experience (desirable)
* Member of a professional body e.g. MRTPI or NAPE or similar (preferable)
* Experience in planning enforcement related services and/or functions
* In-depth knowledge of inspection and investigation procedures, and
* Knowledge of PACE & RIPA legislation
* Experience of enforcement and legal proceedings
* Experience of overseeing and supervising the work of others.

**Personal Qualities & Attributes**

* High level of resilience, attention to detail, calm under pressure, ability to demonstrate self-awareness as well as the ability to perceive, use, understand, manage and handle all types of different situations, some which can be difficult or contentious.
* Ability to interpret complex technical detail with advanced analytical skill.
* Ability to manage a case load.
* Superb interpersonal and communication skills and must be self-motivated.
* Ability to supervise team members to deliver work to tight deadlines and be flexible in managing workloads.
* Good negotiating skills and an ability to find positive and practical solutions to problems.
* Ability to work both alone and within a team, demonstrating excellent teamwork skills and must be self-motivated
* Excellent oral, written and presentational communication skills.
* IT literate and experience in using Microsoft Office suite tools.

**Job Requirements**

* Must have a full UK driving licence and access to a vehicle.
* Commitment to continuing professional development.