**Job Description**

**Planning Enforcement Officer**

**Role Profile** Planning Enforcement Officer

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

**Reports to** Planning Enforcement Manager

**Responsible for N/A**

**Number of posts** 1

**Post number** TBC

**Career grade** BCP Band H

**My job improves the quality of life for the people of Bournemouth, Christchurch, and Poole, by monitor development and ensure that breaches of planning control are investigated and when expedient, remedial action is taken in order to safeguard the local environment and by ensuring that the negative impacts of new or altered development are fully mitigated.**

**Job Overview**

To assist with the delivery of the Council’s Planning Enforcement Service on all matters relating to the Planning Enforcement and in accordance with BCP’s Enforcement Plan, Government guidance and legislation. To deal with a varied caseload of enforcement cases, ensuring the Council achieves positive planning outcomes, 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**

* To efficiently investigate and resolve a wide range of planning, advertisement, listed building and tree enforcement enquiries and complaints to aid the delivery of the Planning Enforcement service and to ensure the service provided by the Council is in accordance with statutory, national and local requirements.
* To undertake thorough assessments to establish if a breach of planning control or an offence has occurred, through desk-based research and site inspections. To record such investigations and findings and make recommendations to take or not to take action, or to negotiate outcomes to resolve a breach or to mitigate any planning harm identified, in discussion with their line manager and other senior officers within the Council.
* To be the lead officer for the Council on planning enforcement investigations and prosecutions relating to all planning, advertisement, conservation area, listed building and tree infringements and contraventions working with other professional experts. To draft, prepare and serve formal notices under the lead of the Enforcement Manager and/or the Senior Planning Enforcement Officer.
* To represent the Council where appropriate in a professional manner which 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.
* Represent the Growth and Infrastructure Directorate in appeals, informal hearings and public inquiries, with enforcement witness statements, legal action, and court cases as they affect all planning enforcement matters relating to planning, advertisement, conservation, listed building and tree infringements/contraventions/offences.

**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 3 / 2 A Levels or equivalent.
* Professional competence in relation to planning and/or investigation matters.
* Member of a professional body e.g. MRTPI or NAPE or similar (desirable).
* In-depth knowledge of relevant legislation, guidance and practices relating to planning.
* Ability to undertake investigations, interpret and scale from plans, prepare reports and maintain clear and concise records.

**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.
* Superb interpersonal and communication skills and must be self-motivated.
* Ability 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.
* Excellent oral, written and presentational communication skills.
* IT literate and experience in using Microsoft Office suite tools.

**Job Requirements**

* Full UK driving licence
* Commitment to continuing professional development