



Job Description

1. **Job Title:** Planning Enforcement Officer
2. **Reports to:** Corporate Manager – Planning Enforcement
3. **Responsible for:** N/A
4. **Grade:** Career graded 4 or 5

This is a career grade post. Appointment at the different entry levels will be dependent upon the knowledge, skills, competency and business need at the time.

5. Job Purpose:

- a) To ensure the delivery of development in accordance with the Council's strategies and policies through the pro-active and proportionate enforcement of planning legislation and promotion of the Development Management service.
- b) To seek opportunities to support the economy of Babergh and Mid Suffolk through the education of businesses as to their responsibilities and through signposting all available support.
- c) Provide specialist support, advice and information to businesses and citizens in respect of the postholder's areas of expertise and responsibility.

6. Specific Deliverables: (what the job is required to achieve)

- a) To inspect and investigate breaches of planning control and make risk-aware and proportionate decisions on the expediency of enforcement action in individual cases using professional judgement to interpret guidance, legislation and situations.
- b) Secure compliance with legislation, including through the instigation of formal enforcement action (including all formal notices, prosecutions and injunctions where necessary) as well as monitoring and ensuring the consistency of approach taken in these matters by other team members. Use delegated authority to personally initiate enforcement action where necessary e.g. formal notices, simple cautions and prosecutions
- c) To take the lead role in one or more of the focussed specialisms within the enforcement team, which include compliance and monitoring, business support, community support and major projects. Develop an advanced professional competency within one of the specialisms to help refine and promote wider knowledge of that specialism throughout the ODT and with external partners.

- d) To seek solutions to problems in a pro-active and proportionate manner at the earliest possible stage, including through involvement in the pre-application service and through active work (mediation) with communities to resolve issues outside direct legislative control where necessary.
- e) Within the remit of the role, work collaboratively with internal and external partners to improve service provision and to strengthen relationships with communities.
- f) Represent both Councils at Parish and Town Council meetings where necessary to ensure that the relevant enforcement approaches of both Councils are communicated at community level and that opportunities for early engagement with the service are pursued. Support the delivery of stakeholder and third party training and workshop facilitation concerning enforcement matters to promote relevant and proportionate community engagement in the wider development management process.
- g) Provide expert advice on planning enforcement and associated matters as the Council's representative at appeals (including public inquiries, informal hearings and written exchanges), committees and other public forums wherever necessary having proper regard to the appropriate evidence and considerations base to ensure consistency across the enforcement service in both districts.
- h) Contribute to and support promotional work and campaign work relevant to the service areas and work with all relevant bodies to enable service users to access all relevant information to service their enquiry (to self-serve).
- i) Promote compliance with the Building Regulations through direct cross-function working to seek compliance with all legislative requirements at the earliest stage and facilitate an 'end-to-end' development delivery service.
- j) Assist in developing policies and/or procedures that implement external regulations.
- k) Contribute to or lead internal cross-functional and cross-agency projects to ensure that objectives are identified and met.
- l) Support, assist and facilitate the delivery of place shaping and community empowerment in collaboration with the Place Shaping Officer through Neighbourhood Planning, community led planning and other appropriate place shaping activities.
- m) Provide support for the co-ordination and monitoring of responses/legislative changes required within all aspects of the Planning Enforcement service in respect of;
- Freedom of Information
 - Data Protection
 - Equality Impact Assessment
 - Formal Complaints

including the provision of accurate data and information where required to support any responses or performance reporting.

- n) Any other duties of a similar nature which may be required.

7. Key Relationships:

- a) This post will be required to work corporately and collaboratively within its own service and across all other service areas in order to achieve the specific deliverables, but will have particular key relationships with staff within Development Management, Building Control, Legal Services, Heritage, Environmental Protection and Licensing.
- b) The post holder will need to work closely with a variety of external contacts and organisations, in particular Suffolk County Council, the Environment Agency and the businesses community.
- c) The post holder will need to work closely with colleagues in the Business Improvement team to explore all opportunities to improve all aspects of the Planning Enforcement service.

Additional information

- a) Does this job require a CRB check? No
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity.