



## Person Specification

(The knowledge, skills, attributes and experience needed for fully competent performance of the job.)

**Job Title: Planning Enforcement Officer – Entry Level B**

<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>a) Relevant qualification at NVQ4/degree, or Certificate in Planning Enforcement, plus some relevant post qualification experience in planning enforcement or equivalent knowledge gained through experience.</li> <li>b) Detailed knowledge of, and some experience of, investigatory legislation including the Police and Criminal Evidence Act, the Criminal Procedures and Investigations Act and the Regulation of Investigatory Powers Act as it relates to the enforcement process.</li> <li>c) An ability to demonstrate up-to-date and detailed knowledge of planning enforcement</li> <li>d) Sound knowledge and experience in the general principles of criminal law and enforcement practice and knowledge across the development management service.</li> <li>e) Ability to operate in a field overlapping with other disciplines and involving a variety of issues including the ability to understand, assimilate and process new legislation and technical practices. Ability to enforce legislation and standards in a consistent way whilst allowing for flexibility where circumstances demand.</li> <li>f) Ability to analyse, interpret and collate data from a variety of sources regularly including that of a sensitive and personal nature.</li> <li>g) Ability to present information on complex legal/technical planning matters in an easily understood and concise fashion and to advise on appropriate methods of mediation/mitigation to solve problems.</li> <li>h) Able to use developed/advanced negotiating and persuasion skills in a variety of situations in order to influence others to adopt a particular course of action, typically aimed at seeking agreement/compromise or to agree compliance terms, including cases where there are sensitive/complex issues to balance/take account of.</li> <li>i) The ability to manage and encourage relationships with a range of parties, including regular handling of circumstances of particular distress/anguish to involved parties or where criminal offences have occurred.</li> </ul>
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	<p>j) Excellent presentation skills where information may be complex and understanding is important, including skills necessary for the formal training of others both inside and outside of the employing organisations.</p> <p>k) Regularly handles and processes manual or computerised information, where care, accuracy, confidentiality and security are important, including the maintenance of accurate case files.</p> <p>l) Able to use a keyboard and to use Development Management software to record information and to create correspondence and formal legal documents.</p>
<b>Personal attributes</b>	<p>a) The ability to work in a variety of team situations both within Planning Enforcement and across other services, including the ability to lead on, and contribute to, projects involving cross-service/cross-agency working where business need requires.</p> <p>b) The flexibility to take forward work that is outside the direct disciplines of the Planning Enforcement service area where business need requires.</p> <p>c) Has an attitude and approach that allows for the flexibility to contribute to changing organisational priorities.</p> <p>d) The ability to think creatively and to proactively find solutions with minimal supervision.</p> <p>e) The ability to prioritise effectively and to work under pressure to achieve targets and to meet deadlines including balancing work with competing priorities.</p> <p>f) The ability to deal with people in various situations in a polite and professional manner.</p>
<b>Experience</b>	<p>a) Recent experience in Planning Enforcement or previous experience in, or connected to, Development Management or other regulatory or investigatory activity.</p>
<b>Equality &amp; Diversity</b>	<p>Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).</p>