

<b>Designation:</b>	<b>Planning Compliance Technician (temporary until March 2024)</b>
<b>Grade:</b>	<b>Stroud 3</b>
<b>Hours:</b>	<b>37</b>
<b>Location:</b>	<b>Ebley Mill</b>
<b>Job Purpose:</b>	<b>To investigate outstanding planning conditions, triage incoming referrals, check consistency of planning permission with building control applications, and provide administrative support to the enforcement team</b>
<b>Responsible to:</b>	<b>Senior Enforcement Officer</b>
<b>Responsible for:</b>	<b>No supervisory responsibility</b>

## KEY DUTIES

- To monitor conditions on planning approvals, identify outstanding planning conditions and liaise with Enforcement Officers to agree a way forward to address these
- To triage incoming planning enforcement referrals to identify those where unauthorised development may have occurred and signpost to more appropriate services/ organisations where necessary
- To compare approved planning permission plans with plans deposited for the purposes of building control. To discuss all inconsistencies of plans with the case officer and identify a solution
- To communicate promptly with customers and the public with respect to all of the above
- Be the first point of contact with the public to receive and log enforcement concerns, complaints and queries
- To update and maintain the Enforcement Register
- To provide administrative support to Enforcement Officers including compliance with the Lone Working policy
- Undertake such other duties commensurate with the grade of post as may be properly assigned by the Senior Enforcement Officer and Development Team Manager

## SKILLS AND KNOWLEDGE

- Excellent written and verbal communication skills
- Excellent IT skills, including use of MS Office software and Document Management systems
- Ability to manage own time and workload
- Flexibility in approach
- Good team worker
- Ability to research and problem solve

## COMPLEXITY AND CREATIVITY

- The ability to read and compare plans and drawings and discuss identified anomalies with a relevant officer.
- The ability to review, monitor and record data relevant to identified discrepancies or unresolved conditions.
- Respond promptly and politely to queries and complaints
- Fostering a culture of excellence, collaboration and positive enthusiasm within the team.
- Diplomacy
- An appreciation of the legislation relevant to the processes
- The ability to show initiative and implement improvements to administrative practices

## JUDGEMENT AND DECISIONS

- Routine decisions on aspects of work with all other decisions being referred to senior member of staff.

## CONTACTS

- Members of the Council
- Members and staff of other Local Authorities/Partner Agencies
- Suppliers
- Members of the Public
- Applicants and Agents
- Town and Parish Councils

## RESOURCES

- No responsibility for physical or financial resources.

## TRAVEL DESIGNATION

- HMRC Mileage rates apply

## GENERAL

- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.

# **JOB DESCRIPTION**

**December 2022**

- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

*This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*