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| <b>Designation:</b>     | <b>Enforcement Officer</b>                                       |
| <b>Grade:</b>           | <b>Stroud 4</b>  |
| <b>Hours:</b>           | <b>37 hours</b>  |
| <b>Location:</b>        | <b>Ebley Mill</b>  |
| <b>Job Purpose:</b>     | <b>To investigate breaches of planning control</b>               |
| <b>Responsible to:</b>  | <b>Senior Enforcement Officer</b>                                |
| <b>Responsible for:</b> | <b>Some supervisory responsibility for Compliance Technician</b> |

## KEY DUTIES

- To identify and investigate breaches of all types of planning control sometimes in difficult conditions
- To collect evidence through inspections on site (including building sites), surveys, informal and formal interviews and in accordance with the council's lone working policy
- To undertake formal interviews in accordance with the PACE Act 1984 as required
- To manage a caseload of enforcement complaints and maintain up-to-date case records
- To undertake consultation with the Senior Enforcement Officer, Planning Officers and Managers in order to make judgements as to the expediency of taking enforcement action in each case
- To draft and serve enforcement notices, prepare reports for committee and provide written evidence for appeals and court proceedings
- To support the Senior Enforcement Officer in presenting enforcement reports to committee
- To attend court proceedings as appropriate
- To undertake other such duties as may be directed by the line manager

## SKILLS AND KNOWLEDGE

- Good understanding and appreciation of planning law, local and national planning policy, regulations and guidance.
- Ability to research and problem solve
- Excellent IT skills, including use of MS Office software and document management systems
- Excellent communication skills, both verbal and written
- Committed to providing excellent customer service
- An understanding of administrative processes and systems
- Experience of working with the public
- Ability to manage own time and workload

## COMPLEXITY AND CREATIVITY

- Enforcement cases being considered by the post holder will require an appreciation of the legislation and a willingness to consider imaginative solutions
- Respond promptly and politely to queries and complaints
- Fostering a culture of excellence, collaboration and positive enthusiasm within the team
- Diplomacy
- The ability to show initiative and implement improvements to administrative practices

## JUDGEMENT AND DECISIONS

- Routine decisions day to day with all formal decisions being referred to line manager or delegated team

## CONTACTS

- Members of the Council
- Members and staff of other Local Authorities/Partner Agencies
- Members of the Public
- Applicants and Agents
- Town and Parish Councils
- Colleagues across Development Management

## 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
- 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.*