

Designation:	Principal Appeals and Enforcement Officer
Grade:	Stroud 6
Hours:	37
Location:	Ebley Mill
Job Purpose:	To lead the appeals and enforcement team with Development Management
Responsible to:	Development Manager, Major Applications, Enforcement and Appeals
Responsible for:	The Direct supervision of at least one employee carrying out tasks in one identifiable area of work.

KEY DUTIES

- To be responsible for the Council's approach to defending planning and related appeals and to represent the Council as expert witness at public inquiries, informal hearings, and court proceedings, when required by the Development Manager.
- To be responsible for the Council's approach to the enforcement of breaches of planning control and pursuing such action as is deemed expedient.
- To deputise for the Development Manager as and when required.
- To undertake 1:1's with appropriate staff.
- Monitor the workloads of the team and ensure day-to-day staffing levels are maintained.
- Provide guidance and assistance to team members.
- Be responsible for the efficient handling of enquiries from initial contact to closure of file.
- Attend and report to meetings of the Development Control Committee and Sites Inspection Panel.
- Attend and advise meetings of outside bodies, such as Parish/Town Councils, when required by the Planning Manager
- Work subject to deadlines involving changing problems, circumstances or demands.

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SKILLS AND KNOWLEDGE

- Full member of the RTPI with extensive experience in the field.
- Experience of staff supervision and personnel procedures.
- An understanding of administrative processes and systems necessary to fulfil legal requirements.
- Excellent communication skills both written and verbal.

- Ability to manage own time and workload.
- Experience of working with the general public.
- IT Literate.

Ability to undertake work of a range of advanced activities applying to more than one function which requires detailed knowledge and skills in a specialist discipline.

COMPLEXITY AND CREATIVITY

- Fostering a culture of excellence, collaboration and positive enthusiasm within the team.
- Understand and interpret planning legislation and case law in a pragmatic manner.
- Willingness to consider imaginative solutions.
- Creativity and innovation are essential to the job and need to be regularly exercised.

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JUDGEMENT AND DECISIONS

- Required to exercise discretion in a range of areas where advice is not normally available and policies and procedures provide only general guidelines.
- To apply logic, reason and consistency to decision making.

CONTACTS

- Members of the Council
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public

Contact required in respect of service delivery issues where the content and outcome are not straightforward or well established and could involve more detailed assessment, planning, evaluation, care and assistance. Some authority in the provision of services is required.

RESOURCES

Little or no responsibility for physical or financial resources.

TRAVEL DESIGNATION

Mileage travelled on Council business will be reimbursed at the HMRC rate in accordance with the Council's Travel and Subsistence Policy.

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- 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.