

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Planning Officer (Enforcement & Monitoring)	JEID	M0446
Salary Grade:	Scale J - Scp 31 to 34		
Team:	Planning and Delivery		
Service Area:	Environment Services		
Primary Location:	Barrack Street		
Political Restriction	This position is not politically restricted.		
Responsible to:	Principal Planning Officer (Team Leader)		
Responsible for:	N/A		

Role Purpose

To assist in the investigation, monitoring and enforcement of planning legislation, to contribute to the processing of related planning applications

Role Responsibilities

Investigating and resolving breaches of planning control.

Carrying out site inspections and completing detailed investigations of planning records and site histories.

Monitoring compliance with planning conditions and approved plans.

Taking statements in accordance with PACE and updating records of complaints and appropriate action taken.

Handling a range of planning applications arising from investigation of complaints and other applications, including where appropriate, any subsequent appeals.

Undertaking enforcement appeals including preparation of statements and compiling evidence for public inquiry.

Establishing and maintaining close liaison on enforcement and related issues with members of the public, Parish/Town Councils, elected Members and other bodies/authorities in the pursuit of complaints/investigations and co-ordinating action.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Graduate in Town Planning or other related discipline and eligibility for membership to the Royal Town Planning Institute.	A/I
Post qualification experience in Development Control and knowledge and understanding of relevant legislation and Government Policy.	A/I/T
Excellent written and oral skills and the ability to make recommendations based on a well balanced consideration of all the facts.	A/I/T
Ability to organise and work with minimal supervision	I/T
Ability to communicate with both technical and non technical matters to customers.	I/T
Computer literate and knowledge and ability to use a range of IT packages applicable to the post.	I/T
Calmness under pressure, and the ability to continue to work effectively under that pressure.	I/T
The ability to travel effectively throughout Warwickshire.	A
Ability to be thorough, accurate and have attention to detail for maintaining and retrieving data.	A/I
Demonstration of good negotiation skills.	A/I
Ability to deal effectively with difficult customers	A/I

Desirable Criteria

Assessed By:

Experience of investigating complaints, collecting evidence and undertaking necessary action.	A/I
Some experience or knowledge of Police and Criminal Evidence Act 1984 (PACE) codes of practice requirements.	A/I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These

are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input checked="" type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input checked="" type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input checked="" type="checkbox"/> Other (please specify):	Potential contact with hazardous waste materials. Working with members of the public where confrontational behaviour is a distinct possibility.