



# South Tyneside Council

## REGENERATION AND ENVIRONMENT

### JOB DESCRIPTION

**POST TITLE:** Planning Enforcement Officer

**GRADE:** Band 6

**RESPONSIBLE TO:** Operational Manager - Development Management

#### Overall Objectives of the Post:

To co-ordinate and carry out, in consultation with the Planning Officers and Legal Services, the enforcement of the Council's planning regulations.

#### Key Tasks of the Post:

- 1. *You will be responsible for monitoring new development to ensure compliance with the planning regulations and planning conditions and enforcing the planning regulations. You will:***
  - Enforce the law for which you are authorised by the Council.
  - Investigate complaints and other occurrences, of unauthorised development and prepare letters and reports in connection with findings.
  - Collect evidence and prepare statements in relation to unauthorised development and, if necessary, give evidence at public inquiries and court proceedings.
  - Draft formal notices and prosecution work and serving such notices.
  - Undertake enforcement appeal work and draft statements as well as maintain enforcement records and the database.
- 2. *You will assist in the development of effective service delivery. You will:***
  - Maintain accurate and up to records of activities.
  - Contribute in a positive and effective manner to Team and Service initiatives.
  - Represent the Service at internal and external meetings, as appropriate.
  - Develop your knowledge and experience and keep it up to date by keeping abreast of the Council's policies, relevant case law and changes in legislation.
  - Work as part of the team in the Environmental Enforcement Unit to ensure effective service delivery.
- 3. *You will consistently demonstrate the personal qualities and behaviours required of a Planning Enforcement Officer. You will:***
  - Carry out all of your work to the highest professional standards and in accordance with the Council's policies and procedures in order to provide an excellent standard of service to the Council's customers and to enable the Council to meet its objectives.

- Take responsibility and accountability for your performance.
- Work in a positive and co-operative manner with other members of the Team.
- Treat fellow team members, customers and colleagues with respect and dignity.
- Reflect the Council's values in daily contact with partners, stakeholders and customers.
- Recognise the achievements of team members and effectively deal with poor performance.
- Be a champion for the Service and a source of support and encouragement for colleagues.
- Demonstrate excellent problem solving abilities, an attitude towards delivering service goals and a pragmatic approach to daily tasks.
- Consistently strive towards making a difference in the quality and impact of services delivered by the Service.
- Effectively work with colleagues across the Service to exploit opportunities for greater synergies and efficient ways of working.
- Contribute positively to team meetings
- Demonstrate total professionalism, propriety and value equality and diversity.

**You will progressively develop your skills, competences and experience, and maintaining an in-depth understanding of the environment in which the service operates.**

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: PM/KDS

Date: 16/09/2020