**OADBY AND WIGSTON BOROUGH COUNCIL**

**JOB DESCRIPTION**

**POST TITLE: Planning Enforcement Officer**

**GRADE: Band 6 -7**

**DEPARTMENT: Development Control**

**SERVICE AREA: The Built Environment**

**RESPONSIBLE TO: Planning Policy and Development Manager**

**JOB CONTEXT:**

1. To undertake and assist the Council in respect of all Planning enforcement matters pursuant to (but not exclusive to) the Town and Country Planning Act 1990 (and in liaison with other appropriate officers).
2. Promote and maintain a culture which places customers first and aims to deliver a high standard of service.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. To investigate complaints relating to developments taking place on site or recently completed to establish whether planning conditions have been complied with or breached and take appropriate action to remedy any breach.
2. To prepare reports and make recommendations relating to enforcement matters, including in relation to any subsequent applications.
3. To undertake site visits following complaints, interviewing all relevant persons in connection with complaints and investigating matters in readiness of the Council instigating prosecution proceedings. Where required undertake interviews under PACE, the Police and Criminal Evidence Act 1984 etc.
4. To undertake surveillance of premises/sites to gather evidence, outside normal office hours (i.e. evenings/weekends) if necessary, and where appropriate in accordance with RIPA (Regulatory Investigative Powers Act 2000).
5. To use equipment provided, such as cameras, mobile phones, to record evidence of breaches of legislation.
6. To apply to the Magistrates Court for Warrants of Entry when required and to execute such warrants.
7. To serve Summons and Enforcement Notices in person upon those responsible for alleged breaches.
8. To attend planning inquiries/planning appeals to give evidence, on behalf of the Council in respect of such matters, where appropriate.
9. To prepare cases in readiness of court proceedings and to represent the Council in court as necessary on any enforcement action the Council may bring.
10. To liaise with the multi agency travellers unit (Leicestershire County Council) in respect of the travelling community and their stay into the Borough.
11. To communicate with enforcement partners such as the Police Safer Neighbourhood Teams, JAG, and other Council departments ensuring effective intelligence gathering and planned partnership working.
12. Input, extract and manipulate data for Management and Committee reports using computerised systems and work with other officers to improve the use of ICT as a part of the process. The Council’s main planning systems are Uniform and IDOX Document Management.

**RESPONSIBILITY FOR RESOURCES:**

1. The post holder will be required to ensure that any data systems under his/her control are kept secure and properly managed.

**KEY FUNCTIONAL LINKS WITH:**

**Internal:** Allemployees of the Council and Elected Members.

**External:** Residents of the Borough the General Public, other Local Authorities, external suppliers and consultants, and other external bodies, partnerships and organisations as required.

**WORKING CONDITIONS & ENVIRONMENT**

1. The post is situated within the Main Council Offices at Station Road, Wigston. However the Council has fully embraced Agile working, meaning as long as the job role is being fulfilled the post holder can work from wherever they wish. However the post holder may be required to work from other sites and places within the Borough where professional attendance is required.
2. The post holder may be required on occasion to work outside normal working hours to attend meetings or other occasions when your professional attendance is required.
3. The post is designated a casual car user allowance.

**ADDITIONAL REQUIREMENTS**

1. This job description outlines the main duties of the post but does not exclude other duties, which may be undertaken to ensure the efficient operation of the department. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.
2. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non discriminatory manner in accordance with the Council’s Equal Opportunities Statement.
3. Comply with the provisions of the Data Protection Act 1998, the Computer Misuse Act 1990, Human Rights Act and the Freedom of Information Act 2000, or any amendment or any statutory re-enactment thereof at all times.
4. To take all necessary steps in order to ensure that information acquired through their employment or contained within the Council is kept confidential.
5. This job description is a record as at the date below. Any changes to the job description will be carried out in consultation with the post holder, who will be expected to participate fully in such discussions. It is the Council’s aim to reach a mutual agreement to reasonable changes but if this is not possible the Council reserves the right to implement reasonable changes to the job description after consultation with the post holder.
6. Carry out all duties outlined above in accordance with all Council Policies and procedures.
7. To carry out any additional duties (as and when required) outside of the post holders duties to assist the Council in the operation and promotion of its business.

**Date issued:** January 23

**I have read and accepted the above:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_