 OADBY AND WIGSTON BOROUGH COUNCIL

Person Specification

Planning Enforcement Officer

| **Criteria** | **Essential** | **Desirable** | **Method of Assessment** |
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| **Qualifications and Processional or Vocational qualifications** | * Qualifications in English, Math’s and a science-based subject, to at least GSCE grade C or equivalent
* Driving licence and access to a vehicle for business use
 | * Technical or Associate member of the Royal Town Planning Institute
* Planning related Degree certification
 | Identified through Application Form and Interview |
| **Relevant experience and knowledge** | * Understanding of the planning enforcement and investigation procedure
* Experience of preparing reports
* Understanding of court and tribunal processes and procedures
* Experience of working with other bodies to co-ordinate enforcement activities such as police, fire service, environmental health, street wardens etc
* Knowledge of relevant Planning legislation
 | * Experience of working for Local Government in an enforcement capacity
* Experience of carrying out investigation interviews under PACE (Police and Criminal Evidence Act 1984)
* Knowledge of RIPA and surveillance techniques and practice
 | Identified through Application Form and Interview |
| **Skills and Abilities** | * Excellent communication skills including listening, verbal and visual skills
* Ability to use equipment such as cameras and mobile phones
* Working knowledge of Microsoft Office applications
* Ability to deal effectively with difficult people and situations and demonstrate assertiveness, persuasiveness and negotiating skills
* Attention to detail and accuracy
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 | * Formal report writing and policy writing skills
 | Identified through Application Form and Interview |
| **Attitude and Motivation** | * Resourceful approach to gathering information, analysis and problem-solving without bias, prejudice or discrimination
* Ability to prioritise, manage own workload and work on own initiative and as part of team
 |  | Identified through Application Form and Interview |