 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 | * 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 |