

## JOB DESCRIPTION

<b>Job Title</b>	Principal Enforcement Planning Officer		
<b>Directorate</b>	Climate and Place		
<b>Reporting to</b>			
<b>Grade</b>	8		
<b>Evaluation ref:</b>	RP037	<b>Job ref:</b>	<b>Family</b>
<b>Role purpose</b>			
<ul style="list-style-type: none"> <li>• The Principal Enforcement Planning Officer at Somerset Council plays a crucial role in maintaining the integrity of the planning system by ensuring compliance with planning regulations and policies.</li> <li>• This position would be responsible for a range of complex planning and compliance casework to ensure delivery of strategic outcomes for the Council and enforcement of breaches of planning control in accordance with legislation.</li> <li>• The role involves leading investigations and resolution of complex planning enforcement cases, providing expert advice and guidance on enforcement matters, and ensuring that all actions of the team comply with legal and policy frameworks.</li> <li>• The role is responsible for the Senior Enforcement Officers and Planning Enforcement Officers. It requires close collaboration with the Development Management team and other stakeholders to address breaches of planning control effectively.</li> </ul> <p>The Principal Enforcement Planning Officer is also responsible for supporting the team in preparing and signing off detailed reports, drafting and authorising formal notices, representing and supporting the team at planning inquiries, hearings, and other legal proceedings. This role is essential in upholding public confidence in the planning system and contributing to the sustainable development of the Somerset region.</p>			
<b>Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Instruct and support on the investigation of complex planning enforcement cases.</li> <li>• Provide expert advice and guidance on planning enforcement matters.</li> <li>• Prepare detailed reports, draft formal enforcement notices and authorise reports and recommendations for enforcement action.</li> <li>• Represent the Council and support the team at planning inquiries, hearings, and other legal proceedings.</li> <li>• Collaborate with the Development Management team and other stakeholders.</li> <li>• Ensure compliance with legal and policy frameworks in all enforcement actions.</li> <li>• Line manages, mentors and supports the Senior Enforcement and Planning enforcement officers.</li> <li>• Maintain accurate records of enforcement cases and actions taken.</li> </ul>			

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- Conduct site visits and inspections to gather evidence for enforcement cases.
- Engage with the public, developers, and other stakeholders to resolve planning issues.

### Corporate Responsibilities

- Provide clear leadership to deliver the Council's strategic priorities and meet the Council's financial targets, as a member of the Directorates Senior Leadership Team.
- Update and advise Elected Members in respect of operational and policy issues in relation to the Services team or teams.
- Lead teams with a clear identity in terms of flexible and responsive ways of working, inclusive and diverse culture, and high level of employee engagement and wellbeing.
- Undertake representational and communication duties on behalf of the Council to promote and protect the Council's interests in matters concerning their specialist areas.
- Create, monitor, and review frameworks of performance measures and quality standards to be applied in the delivery of services.
- Function as an ambassador for the Council promoting, both internally and externally, the Council's vision, strategic aims, and values.
- Value the diversity of Somerset's communities ensuring equality of access and treatment in service delivery and employment.
- Function as a role model for Somerset's vision and values. Promotes a culture of continuous improvement that encourages creativity and innovation to ensure services are efficient and develop the potential and flexibility across the Council and its workforce including the motivation and development of employees within the service teams.
- Ensure that the services place a high value on customer responsiveness by demonstrating a commitment to meeting and involving the broadest range of direct and indirect service users, citizens, customers, communities, and businesses.
- Support the delivery of the Councils' key strategic aims and objectives ensuring understanding and commitment from staff from across the service.
- Support Corporate and Directorate and service specific transformational change programmes with the aim of maximising efficiency, modernising services, and achieving better outcomes and opportunities for service users and customers.
- Ensure flexibility in reacting to the needs of the Council, its' customers and partners supporting a culture of continuous improvement.

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- Ensure compliance with all relevant legislation, the Council's standards of conduct, organisational policy, and professional codes of conduct to uphold standards of best practise.  
Accountable for compliance with all relevant health and safety legislation and Somerset Council H&S policies.

### Knowledge / Experience / Skills

	Essential	Desirable	
<b>Knowledge</b>			
In-depth understanding of planning legislation and enforcement procedures.	X		
Knowledge of local government planning policies and frameworks.	X		
Understanding of legal processes related to planning enforcement.	X		
Understanding of Proceeds of Crime Act.	X		
Familiarity with the Development Management process	X		
Awareness of environmental and sustainability issues related to planning.		X	
Knowledge of data protection and confidentiality requirements.		X	
<b>Experience</b>			
Extensive experience at a senior level in planning enforcement or a related field.	X		
Experience of supervising and managing a team.	X		
Experience in preparing and presenting reports at public inquiries and hearings and appearing as expert witness for the Council.	X		
Experience in collaborating with multiple stakeholders.	X		
Experience in conducting site visits and inspections.	X		
<b>Qualifications / Registrations / Certifications</b>			
Degree in Town Planning, Urban Planning, or a related field.	X		
Membership of a relevant professional body such as the Royal Town Planning Institute (RTPI).	X		

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Certification in planning enforcement or related training.		X	
Continuous professional development in planning and enforcement.		X	
Qualification in environmental law or related discipline.		X	
Training in conflict resolution and negotiation.		X	
<b>Skills</b>			
Excellent analytical and problem-solving skills.	X		
Strong written and verbal communication skills.	X		
Ability to interpret and apply complex legislation and policies.	X		
Proficiency in using planning and enforcement software.		X	
Strong organizational and time management skills.	X		
Ability to work independently and lead a team.	X		
<b>Working Arrangements</b>			
Somerset Council's dynamic Working Strategy will be applied to this position.			

Date: