

Lancaster City Council - Job Description & Person Specification

Job Title:	Graduate Planning Enforcement Officer	Grade:	GG57	Job Code:	LCC095
Service/Team:	Planning and Climate Change Development Management	Role Type:	Hybrid Role	Reports to:	Senior Planning Enforcement Officer
Line Manages:	N/A				

Job Overview

- To provide an effective and efficient Planning and Climate Change service in line with council priorities, legislation and relevant policies and procedures, and to assist in developing the service to maintain an excellent level of service provision.

Direct Responsibilities

- To take responsibility for your own caseload, and usually minor enforcement cases, including the keeping of robust electronic records of all complaints received, site visits, discussions, progress during investigation and reasons for pursuing / not pursuing matters.
- To develop excellent communication skills to assist in interaction between members of the public, team members, councillors, outside agencies and to deal appropriately with confidential matters.
- To prepare/assist preparing statutory documentation for any court cases / appeals where required to do so, and to represent the Council as required in those matters.
- To contribute to the modernisation and evolution of the Planning Enforcement Team within the Planning & Place Service, to ensure that the Service is adapted to the business environment in which it operates and delivers its functions commensurate to the resources available to the Council.
- To liaise with other Officers within the Service, including the Tree Protection Officer and Conservation Officers, to address any enforcement issues which involve landscape and heritage issues.
- Where required to do so, to liaise with Policy Officers and make contributions towards the emergence of local planning policies and documents, in order to shape future policies against which planning applications and enforcement cases will be assessed, and when required to support colleagues at policy consultation events.
- To undertake such other duties as may from time to time be required.

Primary Measurable Objectives

- To develop and maintain a current knowledge of planning legislation, procedures, policies and other guidance that may be relevant to Planning Enforcement and general Development Management matters.
- To assist the Senior Planning Enforcement Officer and Planning Enforcement Officers in all areas of the processing of planning enforcement case files, in order to ensure that all enforcement queries are dealt with in the shortest possible timescale, and are consistent with a high quality of decision making.

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Staff Management Responsibilities
None

Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other
Specialised Qualifications & Training	Undergraduate qualification or similar equivalent qualifications	Candidates may be working towards completing an undergraduate qualification or possess similar equivalent qualifications	App Form, Interview, Certificate
Experience	None necessary	None necessary, although previous work within a regulatory discipline is desirable	App Form, Interview
Job Related Skills, Knowledge & Abilities	Organised and precise workload management	N/A	App Form, Interview
Personal Attributes Including Interpersonal & Communication Skills	Good oral and written communication skills Ability to work as an individual and part of a team An ability to learn and retain information	N/A	App Form, Interview
Special Requirements/Other	Full Driving Licence	N/A	App Form, Interview

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Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

- Understanding, implementation and adherence to Lancaster City Council's policies and procedures.
- Understanding, implementation and adherence to Our Values.
- Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role. As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training/development appropriate to the current + future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children (directly and indirectly). Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee Signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	