

# Role Profile



## Planning Enforcement Officer - Grade 6 to 9

At Kirklees we want to be innovative and creative in the way we work to deliver our service to our communities.

This role is part of the Council's Development Management Enforcement team. The main purpose of the job is providing a high quality, customer-focused planning service by investigating alleged breaches of planning control, pursuing the most appropriate and effective action to remedy these, working closely with Officers in other services. This role will work as part of a team and provide an efficient, friendly and effective service to meet statutory and service requirements.

This role is based within [Economy and Infrastructure](#).

Find out more about [working for Kirklees](#).

## The Job

We have an excellent opportunity for someone wishing to progress their planning career and to join our enthusiastic and friendly team. We are looking for a Planner or experienced investigative officer to work within our Planning Enforcement team and assist in our goal to develop this area and deliver a first rate service.

The successful candidate will be responsible for investigation of breaches of planning control and depending on experience, attend to planning enforcement appeals and assist with prosecutions. You will need to be analytical with good judgment and attention to detail, being able to keep accurate records and being able to work on your own initiative. A sound knowledge of the planning process would be an advantage. You will also be given the opportunity to determine any subsequent planning application and, depending on experience, will deal with planning enforcement appeals and prosecutions (where planning enforcement notices have not been complied with). You will be good at balancing competing priorities to meet internally set performance targets with excellent communication skills and customer engagement, with the ability to negotiate and deliver robust planning enforcement outcomes.

Experienced candidates will be eligible for the appointment at the upper end of the payscale while for less experienced candidates there is a career grade scheme which offers training and accelerated salary progression.

## Job Checklist

- Carrying out site visits and dealing with breaches of planning control in order to maintain and improve the built and natural environment of the district.
- Collating evidence, checking records, preparing statements and reports so as to provide an efficient and effective enforcement service.
- Attending Court, Public Inquiries and Informal Hearings as required so as to ensure that effective enforcement activities are pursued within the district.
- Monitor major site developments in order to ensure compliance with planning application conditions and s106 legal agreements
- Please see your responsibilities related to [safeguarding](#).

# Role Profile



## The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work. The right behaviours and attitudes are as important to us as the skills you bring to the job.

Professionally qualified or with relevant experience you will have a positive approach, open to new ways of working and driven to provide excellent customer service.

Ideally you will have experience of dealing with a caseload of planning applications and/or planning processes as well as the administration of planning controls and regulations.

You will enjoy working with people and working as part of a team. With a friendly, supportive and respectful manner you'll enjoy the opportunity to engage with a wide range of customers both inside and outside of the council. Your excellent communication skills will underpin and support this.

In this role you will be supported and encouraged to gain new skills and experience to equip you to develop in your role and to progress within Development Management.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours. These will be tested as part of the selection process.

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organisation.

This role is at level 1. The Council's [Behaviours and Expectations](#) will be tested throughout the selection process.

## Person Checklist

- Either a planning related degree (or equivalent) or experience or knowledge of enforcement and the planning system.
- Experience in administering planning controls and regulations
- Knowledge of planning law, policy and procedures relating to Planning Enforcement and/or Development Management
- Strong IT skills to support working with packages such as Word, Excel and Access as well as specific IT packages
- Written communication skills to be able to produce clear reports and documentation
- Numeracy skills to be able to perform accurate financial and arithmetical calculations
- Demonstrates excellent customer service and excellent interpersonal skills at all times
- Is committed to personal career development. Is proactive in seeking and undertaking further training opportunities for both
- Is an excellent team player and works hard to direct and contribute to team goals

*This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.*

**For Recruitment Purposes:** In order to be shortlisted for this job you will need to demonstrate in your application how you meet the Person Specification Checklist.