

Senior Planner– Compliance

Grade 12

Job Focus

To be read in conjunction with the Senior Planner Job Profile which provides the full range of responsibilities across the function.

At Kirklees we want to be innovative and creative in the way we work to deliver our service to our communities. We are a large Metropolitan district authority which includes the thriving University town of Huddersfield and the stunning Pennine countryside. The Council adopted its Local Plan in February 2019, and we have ambitious plans to kick start the regeneration of Dewsbury and Huddersfield Town Centres. By the end of the plan period (2031), our vision is that Kirklees will be a great place to live, work and invest in, delivered through an integrated approach to housing and employment. Development will have taken place in a sustainable way (balancing economic, social, and environmental priorities) and by making efficient and effective use of land and buildings supported by necessary infrastructure and with minimal effect on the environment. We have diverse towns and villages ranging from Dewsbury at the edge of Leeds to Holmfirth at the edge of the Peak District.

Key areas of responsibility

- 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 Senior Planner/Enforcement Officer to work within our Development Management Compliance team and assist in our goal to develop this area and deliver a first rate service.
- This role is part of the Council's Development Management Compliance team. The main purpose of the job is in 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 and in accordance with the Development Management Compliance Strategy.
- You will lead on the response to complaints and enquiries from customers about the Planning Service as part of the Council's Complaints Handling Procedures.
- You will be responsible for investigation of breaches of planning control and where necessary draft and serve formal notices to remedy breaches of planning control. 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. Substantial knowledge of the planning process in particular planning enforcement is a must. You will also be given the opportunity to determine any subsequent planning application and 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.

- 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.
- Lead on appropriate enforcement cases, collating evidence, checking records, preparing statements and reports so as to provide an efficient and effective enforcement service.
- Attend and give evidence at 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.
- Negotiate with developers and applicants to reach the Council’s desired outcomes.
- Provide assistance and guidance to other members of the Compliance Team.
- Manage Enforcement staff within the team and actively contribute to achieving performance targets within the Development Management function as a whole.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Either a planning related degree (or equivalent) and substantial experience or knowledge of enforcement and the planning system. Membership of the Royal Town Planning Institute is desirable.	Essential
Experienced in administering planning controls and regulations.	Essential
Excellent knowledge of planning law, policy and procedures relating to Planning Enforcement and Development Management.	Essential
Effective negotiation skills to deal with developers and applicants for planning permission.	Essential
Experienced in managing and monitoring performance, including the ability to support, direct and supervise the work of a team.	Essential
Strong IT skills to support working with packages such as Word, Excel, and Access as well as specific IT packages.	Essential
Written communication skills to be able to produce clear reports and documentation.	Essential



Knowledge, qualifications, skills, and experience	Shortlisting criteria
Numeracy skills to be able to perform accurate financial and arithmetical calculations.	Essential
Able to demonstrate excellent customer service and excellent interpersonal skills at all times.	Essential
Travel to various locations in order to carry out the duties of the job. Possession of a full and valid driving licence and a car available for work. (Exceptions can be made for disabled applicants).	Desirable

For Office Use Only:

Job Category	Planning Services	Grading ID	65630
Job ID	80100892	Last Updated	June 2021
Job Focus	Yes	Career Progression	No

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No