

Person specification

Post

Principal Planning Enforcement Manager (Grade 7)

Values

Our values framework sets out the behaviours that are important and that we expect everyone to demonstrate at work, regardless of grade and position.

The framework will set out our expectations about:

- how we do things
- how we treat others
- what we say and how we say it
- how we expect to be treated

We value:

- Connecting people, places, partnerships and working together
- Integrity and honesty to ensure that we are open and accountable
- Dynamic approach to the delivery of services with drive and energy
- Innovative people who like doing things differently and better

Specification

Personal qualities / Aptitudes / Behaviours

- Inspires confidence and trust with people at all levels(G)
- Welcomes new ideas and seeks to understand how they can be applied to work (G)
- Continuously develops and updates professional expertise (G)
- Demonstrates an ability to organise own work to maximise efficiency and productivity and to meet required performance targets. (G)

- Flexible approach to work hours, location, and getting the job done (G)
- Acts with tact and diplomacy in all aspect of work (G)
- Shows initiative and is a proactive self-starter (G)
- Ability to think critically and problem solve (G)

Education/ Qualifications

- Degree or Equivalent (Grade 4 and above)
- Post qualification work experience in a professional office in the field of Town Planning relating to planning enforcement (Grade 5 and above)
- Post qualification experience with the ability to deal with the full range of planning application matters in all respects including enforcement matters (Grade 6 and 7)

Experience/ Knowledge

- Significant experience in a planning enforcement environment
- Excellent working knowledge of current planning legislation and practice
- Able to communicate clearly and articulately with the spoken word
- Able to give both informal and formal presentations and confident in communicating with a wide range of people at all levels
- Able to construct concise, articulate reports presenting arguments clearly and persuasively
- Able to prioritise and effectively manage an enforcement team's workload
- A methodical and thorough approach to routine tasks and when dealing with detailed work
- Able to use initiative within own role as appropriate
- Able to meet short deadlines whilst retaining quality through effective time management and reviewing progress
- Shares information and liaises with others in order to meet objectives
- Commitment to the provision of a quality service to customers
- Good keyboard and IT skills

Desirable:

- Experience in Gypsy and Traveller related enforcement cases
- Experience of preparing evidence for public inquiries or court cases
- Experience of presenting and answering at planning committee
- Experience and/or knowledge of historic buildings and conservation areas

- experience of arranging small scale contracts for consultancy advice

Skills and Abilities

- Ability to prepare reports on planning applications, appeals and enforcement matters – accurate and concise report writing skills. (D)
- Excellent communications skills and the ability to communicate effectively both orally and in writing with a range of customers and stakeholders (G)
- Ability to monitor the progress of planning applications and enforcement cases in order to achieve decisions within specified/laid down time scales, i.e. monitoring skills, time management skills. (D)
- Ability to negotiate effectively with applicants and other stakeholders to protect the relevant Council's position and /or promote relevant corporate and service objectives through the planning and enforcements process to achieve required outcomes. (G)
- Ability to carry out site visits. (G)
- Ability to negotiate/respond to public and developer enquiries, i.e. speaking and advisory skills. (G)
- Performance monitoring skills (Grade 4 and above) (G).
- Ability to respond and prepare reports on complex planning and enforcement related applications and cases (Grade 5 and above). (G)
- Ability to attend and contribute on Authority's behalf to public and other meetings (i.e. presentation and speaking skills). (G)
- Demonstrable staff management and mentoring skills (Grade 5 and above) (G)
- Project management skills (G) (Grade 4 and above)
- To give guidance to and advice on technical and administrative work related to field of study. (G)
- To advise on legislative changes from Central Government on relevant planning and enforcement matters. (G)
- Ability to liaise on planning and enforcement issues with other professionals and partners, etc. (G)



- Demonstrate commitment to achieving high quality and efficient outcomes (G)
- Ability to demonstrate understanding of and to comply with the Councils Equal Opportunities, GDPR and Customer Care Policies.

Miscellaneous/ Other Working Requirements

- Ability to drive and must hold a full and valid current driving licence (G)

Last updated 13 July 2022