

Planning Officer (Enforcement)

Salary: Band 7 - £32,061 - £36,363 per annum plus MSP £3,113 per annum subject to review

Hours per week: 37 hours

Contract type: Permanent

The Service

The Planning Service is a busy service committed to delivering regeneration within the City. Planning enforcement is the process of investigating and resolving possible breaches of planning law. Such breaches might include:

- Not obtaining planning permission for works that require permission (including; listed buildings, satellite dishes, advertisements, protected trees and so on).
- Not carrying out works in accordance with a permission.
- Not complying with planning conditions or other limitations.
- Changing the use of a site or buildings without obtaining planning permission where planning permission is required.

What is the role?

You will investigate alleged breaches of planning control, which will involve visiting the site collecting evidence, assessing whether or not planning permission is required and if it is seeking to regularise the breach or securing cessation using enforcement powers as a last resort.

Key Responsibilities and Activities:

- To assist the Principal Enforcement Officer in carrying out formal enforcement work, as required, including the drafting and service of notices and, attendance at Court to present evidence on behalf of the Council.
- To serve on all interested parties legal documentation associated with enforcement matters to ensure the compliance by the affected party with the relevant legislation;
- To carry out all functions as required by the Town and Country Planning Acts and associated legislation to provide a professional and efficient development management enforcement function;
- To undertake investigations into breaches of planning control, accurately record them and making recommendations upon the appropriate way forward;

- Keeping interested parties appropriately informed of the progress of investigations;
- To ensure compliance with the Planning Legislation and to report any breaches requiring enforcement to relevant officers or council committees with recommendations, where necessary, for enforcement.
- To assist the development management team and other departments in any planning and or enforcement matters brought to the officers attention;
- To liaise, assist and arrange matters associated with enforcement action.
- To deal with written or verbal queries on enforcement matters and provide professional advice. To log and file all complaints received and what action has been taken following the complaint.
- To liaise with all Council departments and outside bodies to ensure enforcement action is positively progressed through all appropriate negotiating and legal channels

Who is the person?

You need:

- Planning related degree or Investigatory degree or a similar related subject OR be able to demonstrate equivalent knowledge, skills and experience in planning or enforcement and be educated to NVQ Level 3 / 2 A Levels or equivalent.
- An excellent eye for detail and evidence collecting.
- Excellent organisational skills, with an ability to work on your own with minimal supervision.
- Ability to undertake investigations, interpret and scale from plans, prepare reports and maintain clear and concise records.
- Good numeracy skills as you will be measuring structures.
- Excellent oral, written and presentational communication skills.
- Professional competence in relation to planning and/or investigation matters.
- High level of resilience, attention to detail, calm under pressure, ability to demonstrate self-awareness as well as the ability to perceive, use, understand, manage and handle all types of different situations, some which can be difficult or contentious.
- The ability to prioritise your workload to meet timescales and deadlines.
- Experience of using computerised systems such as Uniform / IDOX (although full training will be given).
- Driving licence is required and access to own vehicle is beneficial.
- Flexibility to be able to carry out site visits / investigations.
- Commitment to continuing professional development.

Additional information

General Data Protection Regulation (GDPR)



Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.