



Senior Planning Officer (Enforcement)

Salary: Band 8 £36,363 - £39,151 plus market supplement of £4,373 p.a. (subject to review)

Hours: 37 hours per week

Contract: Permanent

Why come & work for the Planning Service in Portsmouth?

This is an exciting time to come and join our Service. Portsmouth is one of the most densely populated cities in the country and as the UK's only island city, taller buildings and urban living are needed to support the city's ambitions. The Planning Service is also championing the delivery of high quality, sustainable new communities with green space, residents' stewardship and infrastructure delivery as guiding principles.

Portsmouth is surrounded by internationally important habitats, voted the coolest city outside of London in 2022 and home to over 600 Listed Buildings and 25 Conservation Areas, along with a vibrant seafront, it is a city full of interesting and diverse challenges for any Planner.

Portsmouth boasts excellent direct rail links to other cities, including London, and hosts lots of events all year round, creating exciting cultural opportunities. Portsmouth is a University City, and benefits from the investment into the growing educational offer. Portsmouth is the home port for the Royal Navy.

Why not compliment your existing skills and gain some valuable city-based experience and come and work for us.

What is the role?

Job Overview

To assist delivery of the Council's Planning Enforcement Service on all matters relating to the Planning Service and in accord with Government guidance and legislation. To assist a team of professional officers, deal with a range of complex planning enforcement investigations and prosecutions, ensuring planning legislation and policy is adhered to, and that successful enforcement can effectively assist in safeguarding the local environment in a timely fashion.

Key Responsibilities

- Support the Development Management Team Leader (CIL, Enforcement & Trees) and Principal Planning Officer (Enforcement) in the delivery of an effective planning enforcement service, ensuring compliance with statutory requirements, national policy and local procedures, whilst proactively monitoring priorities, workloads and service performance.
- Lead on complex planning, advertisement, listed building and tree enforcement investigations, including cases of a contentious or high-profile nature, undertaking site inspections, evidence gathering, report writing, preparation and service of statutory notices, and prosecution casework where appropriate.
- Assist in the development of an efficient, effective and respected enforcement team through supervision, coaching and performance management, ensuring consistency of approach, decision-making and service delivery.

- Oversee and support the work of enforcement staff, providing professional guidance and quality assurance as required.
- Represent the Council professionally in all dealings with customers, elected Members, stakeholders and external organisations, promoting a positive reputation for the service and a culture of excellent customer care.
- Establish and maintain effective working relationships with internal departments, external agencies, statutory consultees and partner organisations to support service delivery.
- Represent the Development Management Team Leader (CIL, Enforcement & Trees) and Principal Planning Officer (Enforcement) on development management and planning enforcement matters when required.
- Represent the Planning & Transport Directorate at appeals, informal hearings, public inquiries and court proceedings, including the preparation of witness statements and the presentation of enforcement evidence.
- Liaise closely with the Development Management Team Leader (CIL, Enforcement & Trees) and Principal Planning Officer (Enforcement) to ensure a consistent and coordinated approach to planning enforcement across the Council.

Specific Qualifications and Experience

- Degree in Planning, Investigations, Law, or a related discipline, or able to demonstrate equivalent knowledge, skills and experience in planning and enforcement, with education to NVQ Level 5 or equivalent.
- Demonstrable professional competence and experience in planning and planning enforcement matters.
- Membership of a relevant professional body, such as MRTPI, NAPE, or equivalent (desirable).
- Significant experience of planning enforcement services, including inspections, investigations and the management of enforcement cases.
- In-depth knowledge of inspection and investigation procedures and associated best practice.
- Knowledge and practical application of the Police and Criminal Evidence Act (PACE), the Regulation of Investigatory Powers Act (RIPA), and other relevant legislation.
- Experience of enforcement action, legal proceedings and working with legal services.
- Experience of supervising, supporting and managing the work of others.

Personal Qualities & Attributes

- High levels of resilience, attention to detail and self-awareness, with the ability to remain calm under pressure and effectively manage difficult or contentious situations.
- Ability to interpret complex technical information and apply advanced analytical and problem-solving skills to reach sound decisions.
- Ability to manage a demanding caseload and prioritise competing workloads effectively.
- Excellent communication, interpersonal and presentation skills, with the ability to build effective working relationships and partnerships with a wide range of stakeholders.
- Highly developed negotiation and influencing skills, with the ability to achieve positive and practical outcomes across a broad spectrum of people.
- Ability to work both independently and as part of a team, demonstrating initiative, self-motivation and excellent teamwork skills.
- Ability to supervise, support and develop team members, ensuring work is delivered to high standards and within challenging deadlines.



- Demonstrable understanding of performance management and continuous service improvement.
- IT literate, with experience in the use of Microsoft Office applications and other relevant digital systems.
- Good understanding of local government, the political environment and associated sensitivities.
- Ability to lead, influence and act as a catalyst for change, promoting innovation and the implementation of new ideas.
- Well organised, flexible and adaptable, with the ability to manage changing priorities and workloads effectively.
- Hold a full driving licence and have access to a vehicle, as the role requires visits to sites across the city.

Job Requirements

- Must have a full UK driving licence and access to a vehicle.
- 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.