

Person specification

Post

Planning / Senior Planning Compliance Officer

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

Please indicate which attributes are Essential (E) / Desirable (D) and measured in the Interview (I) / Application (A) / Test (T)

Personal qualities / Aptitudes / Behaviours

- An ability to think fairly and quickly is essential. E A I
- A positive “can do” attitude is required to help solve problems in a fair and pragmatic way. E A I
- Ability to learn new areas of regulations and law. E A I

- Adopting a customer focused approach to the council by providing a prompt, helpful and courteous response to all calls on the service by members of the Public, Local Members and Parish Councils. E A I
- Able to work with others as part of a multi-disciplinary team to achieve service objectives and deliver high quality planning enforcement services. E A I

Education / Qualifications

- A good general education – A Level or equivalent. E A I
- Evidence of suitable higher education qualification or equivalent, especially in Planning Enforcement. D A I or,
- Planning qualification or relevant compliance experience. D A I

Experience / Knowledge

- An ability to write good clear concise reports for Planning Committee, Case files or Criminal Courts. E A I
- Experience at handling investigative, enforcement, human and other issues needed. Such experience might have been in a front-line public service, police or similar type of role. E A I
- Experience of managing difficult situations. E A I
- Good management skills. D A I
- Experience and knowledge of Town and Country Planning and other environment legislation. E A I
- Experience of regulatory processes in local authority, business, industry or similar. E A I
- Working Knowledge/ experience of other environmental legislation. E A I
- Practical experience in the use of a range of IT applications for storing, retrieving and communicating information. E A I

Skills and Abilities

- Good people skills and able to communicate with a wide range of people – inside and outside the Council. E A I
- Ability to defuse difficult situations. E A I
- Ability to work under pressure and to deadlines. E A I
- Numeracy and keyboard skills. Computer literate. E A I
- Good problem-solving skills. D A I
- Ability to conduct interviews (PACE). D A I
- Good organisational skills and the ability to prioritise own workload and work with minimum supervision, making judgements with confidence and in a persuasive manner. E A I
- Innovative and practical approach to problems, solving both individually and as part of a team. E A I

Miscellaneous / Other Working Requirements

- Possess a full clean driving licence, and ability to travel around the district. E A I
- May be required to work unsociable hours including weekends and bank holidays. E A I
- Tenacity to pursue the information needed to ensure a successful Court case. E A I
- An important attribute is a sense of balance and humour in dealing with sometimes conflicting evidence and neighbour type disputes. E A I
- General fitness for site visits. E A I