

LONDON BOROUGH OF HACKNEY

POST TITLE: Planning Enforcement: Site Inspections Officer

DIRECTORATE: Neighbourhoods and Regeneration

SERVICE: Development Management – Regeneration & Planning

GRADE: Scale 6

LOCATION: Within London Borough of Hackney

RESPONSIBLE TO: Deputy Enforcement Manager/Enforcement Manager

RESPONSIBLE FOR:

POSITION STATUS:

PURPOSE OF THE JOB:

- To investigate alleged breaches of planning control; undertake site visits, take photos and measurements; and, prepare written reports on findings.
- To undertake initial office and site-based investigations into alleged breaches of planning control (building works; changes of use; breaches of conditions) and make initial recommendations on proposed actions.
- To assist in the preparation and issuing of enforcement notices.

The post holder is responsible for:-

- Developing his/her skills base to enable him/her to undertake a wider range of duties and tasks, and where necessary, carry out appropriate training and/or academic qualifications.
- Contributing to the development of the Service and its statutory functions.
- Ensuring, in consultation with colleagues, that advice given and recommendations made have full and proper regard for the Council's planning policies, standards and relevant Government legislation and guidance.
- Assisting in adding value to the service delivered, in developing and implementing an efficient and customer-focussed service.

- Ensuring that duties are carried out in accordance with the Council's policies and Code of Conduct, with full regard to the Council's Equal Opportunities Policy and Health and Safety Policies.
- Investigate a range of planning enforcement complaints, undertake thorough investigation and make initial recommendations on proposed course of action.
- Take responsibility, in conjunction with colleagues, for responding to correspondence and discussions with the public and Council officers or other appropriate people as required for the investigation of breaches of planning control.
- Progress a range of planning enforcement matters and work under the Planning Acts and negotiate effective outcomes as required.
- To assist in providing professional guidance, on the interpretation of the statutory and legislative requirements in a customer – focused and democratic framework. To attend public meetings, and other working meetings as required.
- Use IT equipment to input data and analyse and extract information in connection with specific duties.
- Such other minor and non-recurring duties, appropriate to the post as may be directed.

COUNCIL KEY ACCOUNTABILITIES

SERVICE SPECIFIC ACCOUNTABILITIES

- The Planning Enforcement Inspector will be accountable to the Deputy Enforcement Manager or the Enforcement Manager in their area for achieving agreed service outcomes and personal appraisal targets.

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ESSENTIAL CRITERIA

SKILLS AND ABILITIES

Communication

- Ability to organise different types of information in a logical and accurate manner and write associated reports and produce effective correspondence. (I)
- Ability to communicate in a clear, concise and informative way; both orally and in writing with all service users in a manner that meets the needs of a diverse audience. (S) (T)

Managing Projects

- Ability to efficiently organise and prioritise an extensive workload in order to meet performance standards and targets. (I)
- Ability to research information accurately, spot flaws in information or arguments, and make sound initial recommendations. (I) (T)

Service Delivery

- Ability to work as a team member and contribute effectively to team working. (I)
- Ability to ensure that equal opportunities and customer care is actively promoted in the context of service delivery; in accordance with Council guidelines. (I)

KNOWLEDGE

- Ability to understand plans drawings and other technical information relating to planning applications and/or development projects. (I)
- Ability to promote and implement equal opportunities in accordance with Council guidelines. (I)
- Ability to operate IT systems and equipment relating to the service function. (I)
- An understanding of the nature of planning legislation. (S)

QUALIFICATIONS

- A Levels or Equivalent (S)

CIRCUMSTANCES

- *Able and willing to undertake occasional work outside normal working hours e.g. evening meetings.*

Code: S = To be assessed at Shortlisting
I = To be assessed at interview
T = Testing