

Role Profile

Part A - Grade & Structure Information

Job Family Code	8RT	Role Title	Planning Enforcement Officer
Grade	PS8	Reports to (role title)	Planning Enforcement Team Leader
		Directorate/School	Highways, Infrastructure and Planning
JE Band	269-313	Service / Department	Planning
		Date Role Profile was created	Nov-24

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	To undertake the investigation and inspection of authorised minerals and waste development, and County Council own development (e.g. schools) in order to secure compliance with planning permissions for development and where necessary secure resolutions to non-compliance; to assist with the processing of complaints and investigation with regard to unauthorised minerals and waste development and negotiation with developers to secure compliance or cessation, to collect and prepare evidence for enforcement action in respect of breaches of planning control where expedient to maintain planning control as require; to work proactively to avoid any breaches of planing control as far as possible; to visit sites on a regular basis; to obtain evidence of breaches and to escalate through formal enforcement action or in accordance with the Reg 3 Monitoring protocol where necessary; to liaise with the applicant, schools, public, Members, LPAs and any other relevant parties, including other authorities such as the Environment Agency; to maintain accurate records of site visits and actions taken; to ensure familiarity and understanding of planning legislation; to work in line with best practice and in accordance with the Surrey County Council Enforcement Protocol.
Work Context	Development Management sits within the Planning Group. Development Management is the County Planning Authority in respect of applications for planning permission for mineral working, for waste management operations, and for county development (e.g. schools, highways, etc.). The County Council has recently undergone a major schools expansion programme and there are a significant proportion of schools that have been expanded, such development often generates significant community concern and it is essential that all planning conditions are complied with in order to mitigate the impact of any development. Minerals and waste sites often have the potential for significant amenity impacts and therefore they need to be regularly monitored to ensure compliance with their planning permissions. Minerals and waste planning are contentious and sensitive and can involve complex technical and regulatory detail. There are approximately 50 mineral sites and 100 authorised waste sites in Surrey, plus an additional 50 sites involving unauthorised waste development. Such development often raises issues of significant public interest and requires strong organisational skills.
Line management responsibility if applicable	None
Budget responsibility if applicable	None

Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Undertake and coordinate projects, feasibility studies and reviews in a defined area of activity to support and enhance service delivery. • Provide a range of specialist services advising and assisting customers in area of expertise, to maximise service quality, efficiency and continuity. • Plan and prioritise own work activities for the months ahead, to ensure operational efficiency. • Respond effectively to changing demands, adjusting priorities as needed. <p>Policy and Compliance</p> <ul style="list-style-type: none"> • Ensure personal and where appropriate team compliance with established protocols, procedures and practices. • Audit and monitor compliance of 3 parties with organisational requirements. <p>People & partnerships</p> <ul style="list-style-type: none"> • May manage staff, or supervise the work of others, allocating and prioritising work and managing performance to secure efficient service delivery. • Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered. <p>Resources</p> <ul style="list-style-type: none"> • May be required to maintain specialist equipment, systems and software (or maintain knowledge of these in some roles) • May manage or assist with budget/resource management in accordance with the organisation's policies and procedures. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Collate, store, record and analyse relevant data producing high quality reports, controlling data quality and integrity and recommending actions as appropriate. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Educated to 'A' level, HND standard, or equivalent or able to evidence ability at an equivalent level. • May require a qualification relevant to the specific nature of the role. • Knowledge of relevant legislation, practices and policies applicable to specialist area. • For some roles a relevant degree may be required. • Excellent IT skills, including MS Office and database management systems. • Ability to undertake technical work relevant to the role. • Excellent written and oral communication skills with the ability to build sound relationships with customers. • Ability to apply specialist knowledge to respond to complex enquires from a range of stakeholders. • Previous experience processing, analysing and reporting data. • Previous practical experience in a relevant field. • Ability to manage a range of projects through to completion. • Effective interpersonal, influencing and negotiation skills. • Experience of leading a team (where appropriate).
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Educated to degree level or equivalent.</p> <p>A thorough understanding of planning and technical matters or ability and willingness to learn and to adapt to the team's specialist work area. Planning monitoring and enforcement experience or a suitable alternative. Needs a full UK driving licence.</p>
Role Summary	<p>Roles at this level may manage a straightforward operational activity or small team or provide specialist support services or they are at a graduate level of a professional discipline. They have in-depth knowledge of methods, systems and procedures and possess practical understanding in one or more technical or specialist disciplines. A thorough knowledge of their own area or discipline is required although overall supervision from a more experienced professional is available. They work collaboratively with customers, staff, partner organisations, agencies and/or contractors and play a major role in maintaining quality standards and/or engaging in project management.</p>
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