

Planning Enforcement Officer

Part-time (29 Hours per week) – Permanent
Career Graded B2 – C1 (£27,344 - £32,909) per annum (pro rata)

North Kesteven District Council is seeking a confident and ambitious individual to join its **Development Compliance and Enforcement Team**.

This post puts you at the heart of the Development Management service, which is critical to delivery of the Council's planning functions through addressing breaches of planning control. This is an exciting and varied role and offers a rewarding opportunity to contribute to securing the best planning outcomes for residents and businesses in NK.

Job Requirements:

- 2 A-level qualifications, or equivalent
- Skill and aptitude for investigation and casework
- Previous experience in a regulatory or enforcement role would be advantageous

This is a career graded post, and training opportunities will be provided. The initial appointment will be based on qualifications and experience set out in the generic role profile. As part of our commitment to employee wellbeing, flexible working hours will also be considered for this post.

Key Responsibilities:

- Investigating and resolving breaches of planning control and unlawful tree work, through informal and formal means
- Working collaboratively with other teams to tackle common environmental issues
- Providing advice to NK residents and businesses on planning compliance and enforcement matters

Key Attributes:

- Good attention to detail and ability to solve complex problems
- Be diplomatic and confident handling challenge and conflict
- Have excellent written and verbal communication skills
- Be organised, self-motivated and conscientious

If you would like an informal chat about this post, please call Mark Williets, Development Manager on 01529 308296.

To complete an application form and further details, please visit our website www.n-kesteven.gov.uk

The closing date for all applications is **26 March 2023**
The interview date will be **3 and 4 April 2023**



North Kesteven
DISTRICT COUNCIL

**POST TITLE: Planning Enforcement Officer
Specialist & First-Line Management C1 - Generic Role Profile**

JOB PURPOSE:

To support the Manager in leading an efficient and effective service, applying specialist skills that ensure high quality service delivery and professional standards to meet the organisation's priorities and ambitions. To apply strong people management where appropriate in line with North Kesteven District Council's Corporate Values.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Work with service manager to ensure the service is delivered within resource and budgetary restraints
- Maintain an awareness of specialist developments relevant to own area of responsibility and provide advice and support to others
- Being responsible for the development of procedures and to ensure the needs of the service are met as appropriate
- Support policy development within the service in line with the NK Plan
- Assess, analyse and interpret both qualitative and quantitative data, identify trends and test solutions to support the resolution of issues
- Review systems and processes in own work area, consider areas for improvement and suggest revised working practises, systems, equipment or processes
- Develop internal and external networks and investigate best practise in other areas to continue to improve service delivery
- Monitor, maintain and input data to meet both internal and external requirements
- Determine priorities to meet planned objectives and requirements
- Advise on the future resources and associated costs for provision of the service
- Assist in report writing and development of briefings and presentations
- Regularly contribute to the provision of management information
- Ensure all legislative and organisational requirements are met within the service
- Work with partners, and gain a good working knowledge of their remits in order to achieve mutual objectives
- Competence in taking clear and consistent decisions in support of the Council's broader objectives
- Capability to operate effectively and with discretion with regard to politically sensitive information and situations
- Oversee projects, ensuring each is delivered to a high standard, on time and within budget
- Receive and respond to general enquiries from customers (external and/or internal), referring requests outside of one's own knowledge base/responsibility to the appropriate person/area in order to provide an efficient and effective service
- Monitor and maintain a safe working environment for self and others
- Promote a positive image of the service area and the Council as a whole
- Ensure effective communication with Councillors and team members at all levels
- To lead by example by embracing and living the organisation's values and behaviours
- To undertake such other duties as may be determined from time to time, within the general scope and commensurate with the grade of the post. Duties outside the scope of the post may be undertaken with the consent of the post holder

KNOWLEDGE, SKILLS & EXPERIENCE

- Either academic/vocational qualifications or in depth work experience in relevant role
- Numeracy, literacy and IT skills
- In depth knowledge of relevant systems/equipment/processes
- Initiative and judgement to resolve problems independently
- Ability to communicate clearly through multiple channels
- Understanding and application of relevant legislation, policies and procedures
- Effective planning and project management skills, with the ability to work to deadlines.
- Pragmatic and solution orientated. Committed to continuous
- improvement and high Standards.
- Experience of negotiation, influencing, building and sustaining relationships in order to achieve results. Interpersonal skills at all levels internally and externally.

OUR COMMITMENT:

NKDC is a people-focussed, honest and high-performing organisation, which utilises teamwork to deliver a professional service to our customers and partners and in making positive contributions in support of a District of Flourishing Communities.

All our employees are supported to manage their workload, take responsibility, be proactive about their own development, to work effectively with others, and to meet our customers' needs; and where relevant are supported to be effective managers and leaders. We expect all employees and volunteers to comply with all current legislation, Council Policy and procedures including but not limited to duties defined in the Health and Safety at Work etc Act 1974, the Council's Health and Safety Policy, and any specific Council policies as appropriate to their role.

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all employees and volunteers to share this commitment. All employees who come into contact with children, young people and adults at risk are expected to comply with all requirements detailed within the Safeguarding Policy.

We work closely with Union representatives to help ensure approaches and solutions adopted are fair and equitable across our workforce. All employees have the right to join a trade union and to take part in its activities. All employees also have the right not to belong to a trade union.

MANDATORY JOB REQUIREMENTS

For appointment at Career Grade B2:

- Full UK driving licence and access to a car for work purposes
- 2 A-level qualifications, or equivalent
- Previous work experience involving negotiating, influencing and persuasive skills

For appointment at Career Grade C1:

- Fulfilment of all mandatory requirements at Career Grade B2; plus:
- A relevant level 3 qualification in planning enforcement or a similar discipline;
- At least 2 years' experience in planning enforcement, development management or equivalent private sector practice
- Demonstration of a comprehensive knowledge of relevant legal principles, policy and guidance related to planning enforcement practice; and

- Demonstration of competency in handling a broad range of enforcement investigations through to resolution

Essential Criteria:

This job requires:

- Enhanced Standard DBS

This job is an Essential Car User at Middle/Higher rate and requires you to have:

- Driving Licence
- A car available for work purposes

Further Information

Please ensure that you complete all sections of the application form fully. CVs are not accepted. If you do not demonstrate on the form that you fulfil the job requirement and attributes for the position, you are unlikely to be successful in your application.

Why join North Kesteven District Council?



Currently shortlisted for the local government sector's biggest accolades and recognised for our strength, stability and supportive working environment, North Kesteven District Council **is going places**.

Successful Partnerships



With a scale of ambition and achievement that belies our size, North Kesteven is widely recognised as **an effective, positive and well-respected partner** that is future focused in regard to both the communities we serve and the colleagues who work at NKDC collaborating in successful outcomes.

Awards



- Local Authority of the Year finalist in the MJ Awards 2022
- Council of the Year finalist in the LGC Awards 2022
- Chief Executive of the Year finalist in the MJ Awards 2022
- Investors in People Gold Accreditation 2021
- Investors in People – Health and Wellbeing Gold Accreditation 2022
- Active Lincolnshire's Workplace Wellbeing Award Winner 2021 & 2018
- Colleague motivated by Council wellbeing offer awarded for Active Change and as Active Champion 2021 by Active Lincolnshire
- Campaign of the Year finalist in LGC Awards 2021 for communications partnership work

Commitment to Net Zero



Accelerating bold climate action aspirations, building homes at pace and to high-levels of energy-efficiency, growing capacity and confidence in the local economy, enhancing the local environment, delivering excellent services in ways that customers want them and investing heavily in advancing a District of Flourishing Communities, we draw on the talents of everyone with the team in achieving meaningful progress. With a direct thread linking every colleague's individual action directly to our overarching vision and purpose, it is as important to us that everyone sees how they contribute to and connect with our climate aspirations, as much as to our overall service delivery plans and personal wellbeing commitments.

Your Wellbeing



Your wellbeing is as important to us as it is to you; with an agile working preference to facilitate a positive work-life balance, dedicated and award-winning provision of paid wellbeing time, discounted leisure access, generous healthcare and pension arrangements and a supportive culture that is championed throughout the organisation and recognised by public-sector leaders as a 'key priority' for us.

The Benefits

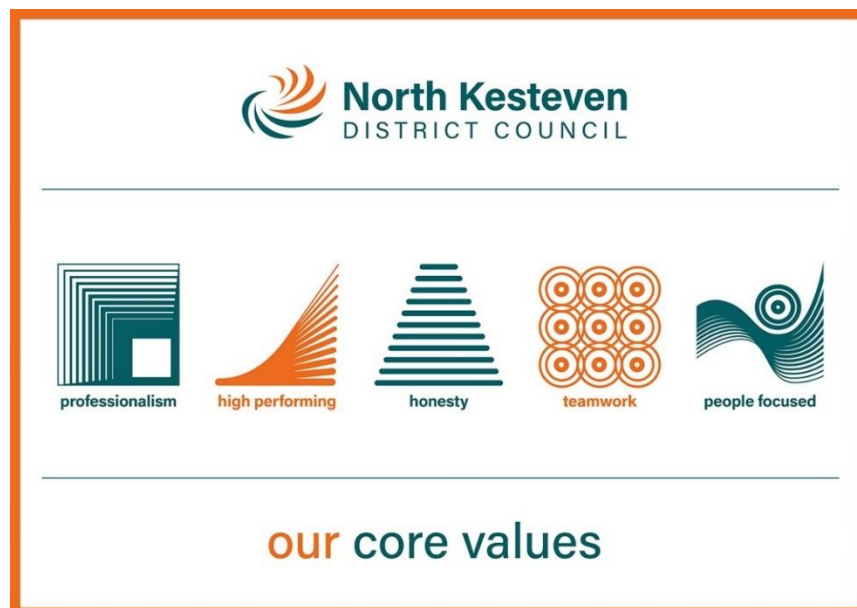
At North Kesteven, we pride ourselves on our benefits package. Colleagues existing benefits cover:



- Local Government Pension Scheme
- Enhanced holiday pay, increasing with time served
- Dedicated counselling services
- Free eye tests and vouchers for glass for DSE use
- A suite of fitness programmes and wellbeing time
- Healthcare cash plan
- Cycle to Work Scheme
- Payment of professional fees
- Discount schemes
- Essential Car Allowance
- Hybrid working



We know that we are only as good as the people that make us. We are proud of the many conscientious, committed, dedicated and determined individuals who collectively collaborate in shaping excellent, effective and efficient enhancements in the lives, fortunes and opportunities of our customers and our communities. But we're short of one person, specific to this role. If you feel it's you, please let us know how you can contribute and add something more to both what we do and what you do.



To get a sense of what we're planning over the coming years, see:

www.n-kesteven.gov.uk/NKplan

To explore what external industry assessors say about us, see:

www.n-kesteven.gov.uk/CPC2021

To share our longer-term 2030 vision, see:

www.n-kesteven.gov.uk/ourcommunitystrategy

[To understand our climate approach, see:](#)

www.n-kesteven.gov.uk/climateaction

To be informed on our strong financial position, see the finance plan at:

www.n-kesteven.gov.uk/NKplan