



ADUR & WORTHING  
COUNCILS

## Job Description

<b>Authority:</b>	ADC/WBC
<b>Service Block:</b>	Regenerative Development
<b>Section:</b>	Development Management
<b>Post Title:</b>	Senior Planning Officer (Enforcement)
<b>Post Number:</b>	12548
<b>Accountable to:</b>	Planning Services Manager
<b>Management responsibility for:</b>	Planning Enforcement Officers
<b>Authority to liaise with:</b>	Internal departments / External agencies, bodies and organisations.
<b>Meetings attended on a regular basis:</b>	Development Management meetings. South East Enforcement Officers Group Planning Officers' Meetings

### Principal purpose of job (role summary)

To effectively manage the work of the Enforcement team to ensure that all complaints in connection with unauthorised development are investigated and resolved in accordance with the council's adopted service standards. To deal with more complex complaints and ensure that when recommending enforcement action or no further action in respect of any breach to the Planning Committee, Planning Services Manager or Head of Department due regard is given to all material considerations including the level of harm caused, Development Plan policies, government guidance and planning law. To deal with planning applications for retrospective planning permission and other applications, when required, in accordance with relevant legislation and in accordance with the Councils procedures and guidelines.

## **Main duties, tasks and responsibilities of post holder**

1. To effectively deal with all complaints in connection with unauthorised development including changes of use, untidy sites, unauthorised works to preserved trees and listed buildings/structures and unauthorised adverts in accordance with the Council's adopted service standards;
2. Manage the work of the Planning Enforcement team to assist with the investigation of the above complaints;
3. Prepare and present reports to the Planning Committee and/or Planning Services Manager recommending enforcement action or prosecution action where appropriate;
4. Deal with enforcement related applications for planning permission, listed building consent and consent to display advertisements and ensuring that statutory requirements and the Council's administrative procedures are followed;
5. Deal with matters concerning the implementation of planning permissions, including details pursuant to conditions and covenants in legal agreements/obligations, and the enforcement thereof.
6. Prepare written evidence relating to appeals against the Council's decisions;
7. Prepare and present evidence at informal hearings, public inquiries and at court hearings
8. Provide advice to Planning Officers and Planning Technicians on enforcement matters,
9. Deal with enquiries by developers and members of the public about planning and enforcement matters;
10. To undertake such other duties as may be required from time to time within the grading and competence of the postholder;
11. The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.
12. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
13. Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.

14. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.
15. Promote the service and Council positively at all times.

Job Description agreed by:

<b>Post holder (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Line Manager (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Executive Head of Service (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	