

Disgrifiad Swydd

Teitl y Swydd	Swyddog Gorfodi Cynllunio
Gwasanaeth	Economi ac Adfywio
Graddfa	Gradd 10
Pwynt/iau Cyflog	28 - 30
Cyflog	£39,152 - £40,777 y flwyddyn pro rata
Pwrpas y Swydd	Pwrpas y swydd yw cynorthwyo a chefnogi'r gwaith o ddarparu gwasanaeth cynllunio proffesiynol, trwy reoli defnydd a datblygiad tir yn y Sir yn sensitif. Y ddyletswydd allweddol fyddai helpu i ddarparu gwasanaeth gorfodi ymatebol ac o ansawdd uchel trwy gynnal ymchwiliad effeithlon ac effeithiol i dorri rheolaeth gynllunio yn y Sir a defnyddio ymyriadau gorfodi priodol yn ôl yr angen.
Lleoliad	Mae prif swyddfa'r swydd yn Neuadd Y Dref, Aberaeron, fodd bynnag, mae'r Cyngor wedi croesawu manteision gweithio hybrid cartref-swyddfa. Byddwch yn cael y gefnogaeth reoli a thîm angenrheidiol, gweithio hyblyg, adolygiad gan gymheiriaid a rhannu sgiliau i'ch galluogi i ymgymryd â'ch rôl yn llwyddiannus a datblygu'n broffesiynol. Bydd deiliad llwyddiannus y swydd hefyd yn cael gliniadur, ffôn symudol ac amrywiol offer arall i'w defnyddio wrth ymweld â safleoedd ac i hwyluso gweithio o bell.
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Arweinydd y Tîm Gorfodi Cynllunio
Cyfrifoldebau Goruchwylio / Rheoli	na
Atebolrwydd	Bydd gofyn i ddeiliad y swydd weithio ar ei liwt ei hun, o bell oddi wrth y rheolwr llinell ond gweithio i ganllawiau, polisïau, gweithdrefnau a deddfwriaeth wedi'u diffinio a fyddai'n cael eu goruchwylio gan y Rheolwr Llinell.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	

Dyletswyddau a chyfrifoldebau

1. Bod yn gyfrifol am lwyth achosion personol ac amrywiol o ymchwiliadau gorfodi cynllunio, gan weithio'n agos gyda'r Arweinydd Tîm a chydweithwyr eraill i sicrhau bod cwynion am ddatblygiad anawdurdodedig yn cael eu trin yn effeithiol ac yn effeithlon.
2. Ymchwilio i gwynion sy'n ymwneud â thorri rheolaeth gynllunio a chasglu tystiolaeth ffeithiol sy'n ymwneud â chwynion o'r fath. Ymgymryd ag ymweliadau safle yn ôl yr angen. (Noder: Gallai fod yn agored i faw, llwch a thywydd garw a byddai angen cerdded i archwilio ffiniau'r safle).
3. Dangos sgiliau datrys gwrthdaro cryf a rhyngpersonol i reoli sefyllfaoedd a allai fod yn gwrthdaro sy'n deillio o ymchwiliadau gorfodi cymhleth, a gynhelir yn aml mewn amodau safle heriol ac o dan bwysau ym mhob tywydd.
4. Bwrw ymlaen ag achosion yn unol â'r ddeddfwriaeth berthnasol a'r Siarter Gorfodi Cynllunio a fabwysiadwyd, a sicrhau caniatâd RIPA ar gyfer gwaith cudd a'r asesiad risg priodol ar gyfer y math o ymchwiliad sy'n ofynnol, gan gynnwys goruchwyllo Cynorthwyr Gorfodi mewn ymweliadau safle neu ymchwiliadau heriol.
5. Gweithio'n agos ochr yn ochr â swyddogion Rheoli Datblygu a'r Tîm Cyfreithiol wrth benderfynu ar ffyrdd gweithredu priodol gan gynnwys mynd i'r afael â materion hwylustod mewn perthynas â mynd ar drywydd camau gorfodi.
6. Addasu i lwyth gwaith deinamig trwy newid rhwng tasgau gorfodi amrywiol, gan ddangos gwybodaeth a sgiliau manwl ar draws ystod o ddisgyblaethau arbenigol (gan gynnwys cynllunio, cadwraeth, y gyfraith, diogelu'r cyhoedd, tai ac ati) i gefnogi dilyniant achos effeithiol a darparu gwasanaethau.
7. Llunio argymhellion, naill ai i'r Swyddog Arweiniol Corfforaethol, y Rheolwr Corfforaethol a/neu'r Rheolwr Gwasanaethwyr, ar gyfer penderfyniad ar dorri rheolaeth gynllunio. Gallu cyfiawnhau'r argymhellion er mwyn sicrhau bod y penderfyniadau a gyrhaeddwyd yn unol â'r gyfraith, arfer da, polisiâu cynllunio a chyingor y llywodraeth, a'u bod yn rhesymol ac yn gynaliadwy ar apel neu drwy'r llysoedd.
8. Negodi gwelliannau neu atebion priodol lle bynnag y bo'n bosibl, lle efallai na fydd camau gorfodi ffurfiol yn hwylus.
9. Lle bo'n hwylus i wneud hynny, mynd ar drywydd camau ffurfiol a defnyddio ymyriadau ac offer gorfodi priodol fel sy'n angenrheidiol er mwyn unioni'r toriad o reolaeth gynllunio ac yn yr achosion mwyaf eithafol, gweithio gyda'n Tîm Cyfreithiol i ymgymryd â chatau uniongyrchol, gwaharddiadau neu erlyniad.
10. Paratoi a chyflwyno hysbysiadau statudol / cyfreithiol, gan gynnwys Hysbysiadau Tramgwydd Cynllunio, Hysbysiadau Rhybuddio am Orfodi, Hysbysiadau Gorfodi, Hysbysiadau Tor Amod, Hysbysiadau Stop ac ati.
11. Monitro safleoedd adeiladu a datblygiadau eraill i sicrhau bod datblygiadau'n cael eu cynnal yn unol â'r cynlluniau cymeradwy. Hefyd i sicrhau cyflawni amodau cynllunio perthnasol a / neu rwymedigaethau cynllunio a chydymffurfio â hwy.
12. Paratoi negeseuon e-bost, llythyrau, arfarniadau safle, adroddiadau gorfodi cynllunio ac argymhellion cysylltiedig.
13. Ymdrin yn effeithlon, yn gwrtais ac yn broffesiynol ag ymholiadau gan gwsmeriaid, boed drwy lythyr, e-bost, galwad ffôn neu mewn cyfarfodydd wyneb yn wyneb. Darparu cyngor proffesiynol arbenigol a diduedd i holl ddefnyddwyr y gwasanaeth.

14. Paratoi tystiolaeth a datganiadau apêl ar gyfer apeliadau cynrychiolaeth ysgrifenedig, gwrandawiadau ac ymchwiliadau cyhoeddus ac amddiffyn penderfyniadau'r Awdurdod Cynllunio Lleol yn gadarn.
15. Mynychu a chynrychioli'r Cyngor a gweithredu fel tyst arbenigol y Cyngor mewn gwrandawiadau ac ymchwiliadau apêl.
16. Cyflawni'r gwaith gweinyddu cysylltiedig ag apeliadau, gan gynnwys llythyrau hysbysu, cwblhau holiadur apêl y Cyngor, trefnu dyddiadau a lleoliadau ar gyfer gwrandawiadau apêl ac ymholiadau cyhoeddus, cyflwyno datganiadau apêl o fewn y terfynau amser statudol gofynnol a hysbysu aelodau ward lleol a chydweithwyr am benderfyniadau apêl.
17. Mynychu, cynrychioli'r Cyngor, rhoi tystiolaeth a gweithredu fel tyst arbenigol y Cyngor yn y Llys.
18. Darparu cyngor ar ddatblygu a ganiateir a chyn-ymgeisio ar gyfer gwahanol fathau o gynigion datblygu, yn enwedig y rhai o natur ôl-weithredol sy'n deillio o achosion gorfodi cynllunio.
19. Prosesu ac asesu ceisiadau cynllunio ar gyfer gwahanol fathau o gynigion datblygu, yn enwedig y rhai o natur ôl-weithredol sy'n deillio o achosion gorfodi cynllunio, i gynnwys paratoi adroddiadau, argymhellion a hysbysiadau penderfyniadau perthnasol.
20. Cyfrannu at gyflawni'r amcanion a'r targedau perfformiad a nodir yn y Cynllun Busnes Rheoli Datblygu.
21. Cymryd gofal rhesymol am ddiogelwch eich hun ac eraill; cydweithredu â rheolwyr/goruchwylwyr i gydymffurfio â dyletswyddau iechyd a diogelwch statudol; i riportio digwyddiadau, damweiniau, diffygion ac ati. Bod yn arbennig o wyladwrs i amodau heriol ar y safle a risgiau i ddiogelwch personol o natur wrthwynebol ymchwiliadau gorfodi.
22. Cadw i fyny â deddfwriaeth, polisïau a chyfraith achos newydd a datblygu a pharhau i ddatblygu'r sgiliau angenrheidiol i ymgymryd â'r swydd ac i nodi a chymryd rhan mewn digwyddiadau hyfforddi a datblygu sy'n berthnasol i'r swydd.
23. Cadw ffeiliau cynllunio, papur a / neu electronig, a dogfennau gwaith eraill mewn cyflwr trefnus a dealladwy. Cadw cofnod o'r holl drafodaethau materol, cyfarfodydd, cyfrifiadau ac ati. Cynnal gwiriadau gweinyddol rheolaidd ar waith achos sydd heb eu datrys i sicrhau bod yr holl faterion sydd heb eu datrys yn cael eu trin
24. Dadansoddi data a chynhyrchu ffurflenni monitro ac adroddiadau perfformiad mewn perthynas â materion gorfodi cynllunio ar ran y gwasanaeth i'w hystyried gan y Rheolwr Gwasanaeth ac aelodau eraill o'r tîm.
25. Darparu cymorth ac arweiniad i'r Cynorthwyyr Gorfodi Cynllunio yn ôl yr angen.
26. Sicrhau bod y gofrestr gorfodi yn cael ei diweddarau bob amser.
27. Ymgymryd â'r dyletswyddau a'r cyfrifoldebau eraill sy'n gymesur â'r radd, fel y gall fod yn rhesymol yn ofynnol gan Arweinydd y Tîm Gorfodi Cynllunio / Rheolwr Gwasanaeth / Rheolwr Corfforaethol a Swyddog Arweiniol Corfforaethol.

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	- Bydd deiliad y swydd yn meddu ar radd neu gyfwerth mewn Cynllunio Gwlad a Thref (neu ddisgyblaeth gysylltiedig) neu yn meddu ar gyfuniad cyfatebol o wybodaeth a phrofiad o gynllunio neu orfodi'r gyfraith. - Rhaid i ddeiliad y swydd fod â thrwydded yrru lawn gyda mynediad at gar at ddibenion busnes. Rhaid i ddeiliad y swydd hefyd allu cynnal ymweliadau safle (gan gynnwys safleoedd adeiladu) ar sail ar ei ben ei hun yn bennaf, ledled ardal y Cyngor. - Weithiau bydd yn ofynnol i ddeiliad y swydd weithio y tu allan i oriau i fonitro safleoedd sy'n ymwneud â thorri rheolaeth gynllunio.	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Lefel 3 Darllen: Lefel 3 Ysgrifennu: Lefel 3	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg o fewn 2 mlynedd.
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	- Rhaid i'r deiliad swydd fod â'r gallu i reoli llwyth achosion o ymchwiliadau gorfodi cynllunio a rhaid iddo allu rheoli blaenoriaethau cystadleuol lluosog yn effeithiol. Rhaid i'r deiliad swydd hefyd fod â'r gallu i weithio i ddyddiadau cau, o fewn gwasanaeth proffil uchel. - Rhaid i ddeiliad y swydd fod yn hyddysg mewn TG. - Mae sgiliau cyfathrebu, rhyngpersonol a negodi da yn hanfodol ar gyfer y rôl hon a rhaid i'r deiliad swydd allu cyfathrebu'n glir, yn ddiduedd ac yn gryno mewn ffordd broffesiynol. Rhaid i'r deiliad swydd hefyd allu addasu eu harddull o gyfathrebu i weddu i'w cynulleidfa. - Rhaid i'r deiliad swydd allu dangos gallu i gynhyrchu gohebiaeth ac adroddiadau ysgrifenedig o ansawdd uchel. - Rhaid i'r deiliad swydd fod â sgiliau dadansoddol da, gyda sylw da i fanylion a rhaid iddo fod â'r gallu i nodi camau gweithredu sy'n deillio o ddata/gwybodaeth fonitro. - Rhaid i ddeiliad y swydd gael agwedd gadarnhaol tuag at gyflawni gwaith a meddu ar y gallu i weithio'n annibynnol gyda goruchwyliaeth gyfyngedig a hefyd fel rhan o dîm. - Ymrwymiad cryf i ddarparu gwasanaeth o ansawdd uchel i'r cyhoedd ac ymrwymiad cryf i foddhad cwsmeriaid. - Ymrwymiad i Bolisi Cyfle Cyfartal y Cyngor a Derbyn eu cyfrifoldeb am ei gymhwyso yn ymarferol.	
Profiad Hanfodol	Dealltwriaeth dda o'r system Cynllunio Gwlad a Thref. Gwybodaeth am reoliadau a gweithdrefnau cynllunio/gorfodi. Profiad o ddelio ag amrywiaeth o geisiadau cynllunio a / neu achosion gorfodi o fewn awdurdod lleol.	

Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Gweithio tuag at aelodaeth o'r Sefydliad Cynllunio Trefol Brenhinol (RTPI).
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Dymunol	
Cymwysterau / Hyfforddiant	Disgwylir i ddeiliad y swydd fod wedi ymrwymo i ddatblygiad proffesiynol parhaus (DPP) a disgwylir iddo fod yn gadarnhaol ynglŷn â DPP drwy chwilio am gyfleoedd i wella ei wybodaeth ei hun.
Sgiliau Ymarferol / Personol	Gwybodaeth am brif swyddogaethau'r Cyngor a chyd-destun gwleidyddol a sefydliadol Llywodraeth Leol. Profiad o waith ymchwil. Profiad o ddefnyddio system feddalwedd Idox a mapio GIS.

Job Description

Post Name	Planning Enforcement Officer
Service	Economy and Regeneration
Grade	Grade 10
Spinal Point/s	28 - 30
Salary	£39,152 - £40,777 per annum pro rata
Job Purpose	The purpose of the post is to assist and support the provision of a professional planning service, by sensitively managing land usage and development in the County. The key duty would be to help provide a responsive and high quality enforcement service by undertaking the efficient and effective investigation of breaches of planning control within the County and utilising appropriate enforcement interventions as necessary.
Location	The main office base for the post is County Hall, Aberaeron, however the Council has embraced the benefits of hybrid home-office working. You will be given the necessary management and team support, flexible working, peer review and skill sharing to enable you to successfully undertake your role and develop professionally. The successful post holder will also be provided with a laptop computer, mobile phone and various other equipment for use when making site visits and to facilitate remote working.
Hours of Work	37 hours per week.
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Planning Enforcement Team Leader
Supervisory/Managerial Responsibilities	no.
Accountability	The post-holder will be required to work on his / her own initiative, remote from the line manager but work to defined guidelines, policies, procedures and legislation which would be supervised by the Line Manager.
Contractual Terms Associated with the Post	

Duties and Responsibilities

1. To be responsible for a personal and varied caseload of planning enforcement investigations, working closely with the Team Leader and other colleagues to ensure that complaints of unauthorised development are dealt with effectively and efficiently.
2. To investigate complaints relating to breaches of planning control and gather factual evidence relating to such complaints. Undertake site visits as necessary. (NB Exposure to dirt, dust and inclement weather could be encountered and walking required to examine site boundaries).
3. Demonstrate strong conflict resolution and interpersonal skills to manage potentially confrontational situations arising from complex enforcement investigations, often conducted in challenging site conditions and under pressure in all weathers.
4. To progress cases in accordance with the relevant legislation and the adopted Planning Enforcement Charter, and to secure RIPA consent for undercover works and the appropriate risk assessment for the type of investigation required including the supervision of Enforcement Assistants in challenging site visits or investigations.
5. To work closely alongside officers in Development Management and the Legal Team in determining appropriate courses of action including addressing matters of expediency in relation to the pursuit of enforcement action.
6. Adapt to a dynamic workload by switching between varied enforcement tasks, demonstrating detailed knowledge and skills across a range of specialist discipline (including planning, conservation, law, public protection, housing etc) to support effective case progression and service delivery.
7. To formulate recommendations, either to the Corporate Lead Officer, Corporate Manager and / or Servicer Manager, for a decision on breaches of planning control. To be able to justify the recommendations in order to ensure that the decisions reached are in accordance with law, good practice, planning policies and government advice, and are reasonable and sustainable on appeal or through the courts.
8. To negotiate improvements or appropriate solutions wherever possible, where formal enforcement action may not be expedient.
9. Where expedient to do so, pursue formal action and utilise appropriate enforcement interventions and tools as necessary in order to remedy the breach of planning control and in the most extreme cases, work with our Legal Team to undertake direct action, injunctions or prosecution.
10. To prepare and serve statutory / legal notices, including Planning Contravention Notices, Enforcement Warning Notices, Enforcement Notices, Breach of Condition Notices, Stop Notices etc.
11. Monitor construction sites and other developments to ensure developments are being carried out in accordance with the approved plans. Also to ensure the discharge of and compliance with relevant planning conditions and / or planning obligations.
12. Preparation of e-mails, letters, site appraisals, planning enforcement reports & associated recommendations.

13. Deal efficiently, courteously and professionally with enquiries from customers, whether by letter, email, telephone call or at face to face meetings. To provide expert and impartial professional advice to all consumers of the service.
14. Prepare appeal evidence and statements for written representation appeals, hearings and public inquiries and to robustly defend the Local Planning Authority's decisions.
15. To attend, represent the Council and act as the Council's expert witness at appeal hearings and inquiries.
16. To carry out the associated administration associated with appeals, including notification letters, completing the Council's appeal questionnaire, arranging dates and venues for appeal hearings and public inquiries, submitting appeal statements within the required statutory deadlines and notifying local ward members and colleagues of appeal decisions.
17. To attend, represent the Council, give evidence and act as the Council's expert witness at Court.
18. Provide permitted development and pre-application advice for various types of development proposals, particularly those of a retrospective nature arising from planning enforcement cases.
19. Process and assess planning applications for various types of development proposals, particularly those of a retrospective nature arising from planning enforcement cases, to include the preparation of relevant reports, recommendations and decision notices.
20. To contribute to achieving the objectives and performance targets set out in the Development Management Business Plan.
21. Take reasonable care of own and others' safety; to co-operate with managers/supervisors in complying with statutory health & safety duties; to report incidents, accidents, faults etc. To be particularly alert to challenging on site conditions and risks to personal safety from the adversarial nature of enforcement investigations.
22. To keep abreast of new legislation, policies and case law and to develop and continue to develop the skills necessary to undertake the post and to identify and participate in training and development events relevant to the post.
23. Maintain planning files, paper and / or electronic, and other working documents in an ordered and comprehensible condition. Keep a record of all material discussions, meetings, calculations etc. Carrying out regular administrative checks on outstanding casework to ensure all outstanding matters are dealt with
24. Analyse data and produce monitoring returns and performance reports in respect of planning enforcement matters on behalf of the service for consideration by the Service Manager and other members of the team.
25. To provide support and guidance to the Planning Enforcement Assistants as and when required.
26. Ensure that the enforcement register is kept up to date at all times.
27. To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Planning Enforcement Team Leader / Service Manager / Corporate Manager and Corporate Lead Officer.

Job Evaluation Post Ref	JD 1834-01
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Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	- The postholder will hold a degree or equivalent in Town and Country Planning (or related discipline) or possess an equivalent combination of knowledge and experience of planning or law enforcement. - The postholder must hold a full driving licence with access to a car for business purposes. The postholder must also be able to carry out site visits (including to building sites) on a mostly unaccompanied basis, throughout the Council's area. - The post holder will occasionally be required to work out of hours to monitor sites relating to breaches of planning control	
Welsh Linguistic Skills	Listening/Speaking: Level 3 Reading: Level 3 Writing: Level 3	The Welsh linguistic skills noted are required within 2 years
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing: Level 5	The English linguistic skills noted are required on appointment
Practical and personal skills	- The postholder must have the ability to manage a caseload of planning enforcement investigations and must be able to effectively manage multiple competing priorities. The postholder must also have the ability to work to deadlines, within a high profile service. - The postholder must be IT literate. - Good communication, interpersonal and negotiation skills are essential for this role and the postholder must be able to communicate clearly, impartially and concisely in a professional manner. The postholder must also be able to adapt their style of communication to suit their audience. - The postholder must be able to demonstrate an ability to produce high quality written correspondence and reports. - The postholder must have good analytical skills, with good attention to detail and must have an ability to identify actions arising from data/monitoring information. - The postholder must have a positive attitude towards delivering work and possess an ability to both work with independently with limited supervision and also as part of a team. - A strong commitment to providing a high quality service to the public and strong commitment to customer satisfaction. - Commitment to the Council's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.	
Required Experience	A good understanding of the Town and Country Planning system. Knowledge of planning/enforcement regulations and procedures.	

	Experience of dealing with a variety of planning applications and / or enforcement cases within a local authority.
Training/education required to be undertaken for the post/worked towards	Working towards membership of the Royal Town Planning Institute (RTPI).

Desirable	
Qualifications / Training	The postholder is expected to be committed to continuous professional development (CPD) and is expected to be positive about CPD by seeking opportunities to improve their own knowledge.
Practical / Personal Skills	Knowledge of the Council's major functions and the political and organisational context of Local Government. Experience of investigative or research work. Experience of Idox software system and GIS mapping