

Disgrifiad Swydd

Teitl y Swydd	Uwch Swyddog Gorfodaeth Cynllunio
Gwasanaeth	Economi ac Adfywio
Graddfa	11
Pwynt/iau Cyflog	32 - 34
Cyflog	£42,839 - £45,091 y flwyddyn
Pwrpas y Swydd	<p>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.</p> <p>Y ddyletswydd allweddol fyddai helpu i ddarparu gwasanaeth gorfodi ymatebol ac o ansawdd uchel trwy gynnal ymchwiliad effeithlon ac effeithiol i achosion o dorri rheolaeth gynllunio yn y Sir a defnyddio ymyriadau gorfodi priodol yn ôl yr angen.</p>
Lleoliad Gwaith Cytundebol	<p>Mae prif swyddfa'r swydd yn Mhenmorfa, Aberaeron</p> <p>Byddwch yn cael y cymorth angenrheidiol gan eich rheolwr a'ch tîm, gweithio hyblyg, adolygiad gan gymheiriaid a rhannu sgiliau i'ch galluogi i ymgymryd â'ch rôl yn llwyddiannus a datblygu'n broffesiynol.</p> <p>Bydd deiliad llwyddiannus y swydd hefyd yn cael gliniadur, ffôn symudol ac amrywiol gyfarpar arall i'w ddefnyddio wrth ymweld â safleoedd ac i hwyluso gweithio o bell.</p>
Oriau Gwaith	37 awr
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Arweinydd Tîm Gorfodaeth Cynllunio
Cyfrifoldebau Goruchwylio / Rheoli	Rhoi arweiniad a chymorth bob dydd i'r Swyddogion Gorfodaeth Cynllunio, Cynorthwywyr Gorfodaeth Cynllunio a hefyd i'r Gwasanaeth Rheoli Datblygu ehangach ar faterion sy'n ymwneud â gorfodaeth cynllunio.
Atebolrwydd	Bydd gofyn i ddeiliad y swydd weithio ar ei liwt ei hun, o bell oddi wrth y rheolwr llinell ond gweithio yn ôl canllawiau, 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. Bydd deiliad y swydd yn cynorthwyo Arweinydd y Tîm Gorfodaeth Cynllunio i sicrhau bod Gwasanaeth Gorfodaeth Cynllunio effeithlon ac effeithiol yn cael ei ddarparu.
2. Sicrhau bod aelodau'r tîm yn cael y cymorth, y cyngor a'r arweiniad perthnasol bob dydd. Gan gynnwys pennu rhaglenni gwaith, adolygu gwneud penderfyniadau a mentora a chynefino dechreuwyr newydd.
3. Bod yn gyfrifol am lwyth achosion personol ac amrywiol o ymchwiliadau gorfodaeth cynllunio sy'n fwy dadleuol, gan weithio'n agos gydag Arweinydd y Tîm a chydweithwyr eraill i sicrhau bod cwynion am ddatblygiadau anawdurdodedig yn cael eu trin yn effeithiol ac yn effeithlon.
4. Cymryd rôl arweiniol yn ôl yr angen mewn materion gorfodaeth cynllunio sy'n broffil uchel, yn heriol a/neu yn gymhleth, sy'n gofyn am gymryd camau uniongyrchol, gwaharddebau neu erlyniadau.
5. Arwain ar achosion gorfodi sy'n gymhleth ac yn aml yn ddadleuol, gan gysylltu'n rheolaidd â'r heddlu ac asiantaethau eraill, lle mae penderfyniadau'n cynnwys goblygiadau sylweddol i amcanion strategol ehangach y Cyngor. Mae'r rôl yn gofyn am sgiliau lefel uchel o safbwynt eiriolaeth, negodi a chyfathrebu perswadiol i ddylanwadu ar ganlyniadau, yn aml yn gweithredu ar ran y Cyngor mewn materion sensitif gydag effaith sylweddol o ran enw da ac yn gyfreithiol.
6. Ymchwilio i gwynion sy'n ymwneud ag achosion o dorri rheolaeth gynllunio a chasglu tystiolaeth ffeithiol sy'n ymwneud â chwynion o'r fath. Ymweld â safleoedd yn ôl yr angen. (NB Efallai y dewch chi i gysylltiad â baw, llwch a thywydd garw wrth ymweld â safleoedd).
7. Dangos sgiliau cryf o ran datrys gwrthdaro a sgiliau rhyngpersonol cryf i reoli sefyllfaoedd a allai fod yn wrthdrawiadol sy'n deillio o ymchwiliadau gorfodi cymhleth, a gynhelir yn aml mewn amodau safle heriol ac o dan bwysau ym mhob tywydd.
8. Symud achosion ymlaen yn unol â'r ddeddfwriaeth berthnasol a'r Siarter Gorfodaeth Cynllunio a fabwysiadwyd, a sicrhau caniatâd RIPA ar gyfer gwaith cudd a'r asesiad risg priodol ar gyfer y math o ymchwiliad sydd ei angen, gan gynnwys goruchwyllo Cynorthwywyr Gorfodi mewn ymweliadau safle neu ymchwiliadau heriol.
9. Gweithio'n agos ochr yn ochr â swyddogion mewn Rheoli Datblygu a'r Tîm Cyfreithiol i benderfynu ar ffyrdd priodol o weithredu gan gynnwys mynd i'r afael â materion hwylustod mewn perthynas â mynd ar drywydd camau gorfodi.
10. Llunio argymhellion, naill ai i'r Swyddog Arweiniol Corfforaethol, y Rheolwr Corfforaethol a/neu Reolwr y Gwasanaeth, ar gyfer penderfyniad ar achosion o dorri rheolaeth gynllunio. Gallu cyfiawnhau'r argymhellion er mwyn sicrhau bod y penderfyniadau a wneir yn unol â'r gyfraith, arferion da, polisiau cynllunio a chyngor y llywodraeth, ac yn rhesymol ac yn gynaliadwy ar apêl neu drwy'r llysoedd.
11. Negodi gwelliannau neu atebion priodol lle bynnag y bo'n bosibl, lle efallai na fydd camau gorfodi ffurfiol yn hwylus.

12. Lle bo'n hwylus gwneud hynny, cymryd camau ffurfiol a defnyddio ymyriadau a dulliau gorfodi priodol yn ôl yr angen er mwyn unioni'r achos o dorri rheolaeth gynllunio ac yn yr achosion mwyaf eithafol, gweithio gyda'n Tîm Cyfreithiol i gymryd camau uniongyrchol, gwaharddebau neu erlyniadau.
13. Paratoi a chyflwyno (a mentora aelodau'r tîm sy'n fwy iau) hysbysiadau statudol / cyfreithiol, gan gynnwys Hysbysiadau Tramgwydd Cynllunio, Hysbysiadau Rhybuddio am Orfodi, Hysbysiadau Gorfodi, Hysbysiadau Tor Amod, Hysbysiadau Stopio ac ati.
14. Monitro safleoedd adeiladu a datblygiadau eraill i sicrhau bod datblygiadau'n cael eu cynnal yn unol â'r cynlluniau a gymeradwywyd. Hefyd i sicrhau bod amodau cynllunio a / neu rwymedigaethau cynllunio sy'n berthnasol yn cael eu rhyddhau ac y cydymffurfir â hwy.
15. Addasu i lwyth gwaith deinamig trwy newid rhwng tasgau gorfodi amrywiol, gan ddangos gwybodaeth fanwl a sgiliau ar draws ystod o ddisgyblaethau arbenigol (gan gynnwys cynllunio, cadwraeth, y gyfraith, diogelu'r cyhoedd, tai ac ati) i gefnogi symud achosion ymlaen yn effeithiol a darparu gwasanaethau.
16. Paratoi e-byst, llythyrau, arfarniadau safleoedd, adroddiadau gorfodaeth cynllunio ac argymhellion cysylltiedig. A goruchwylio aelodau'r tîm sy'n fwy iau yn hyn o beth.
17. Delio yn effeithlon, yn gwrtais ac yn broffesiynol ag ymholiadau gan gwsmeriaid, boed hynny trwy lythyr, e-bost, galwad ffôn neu mewn cyfarfodydd wyneb yn wyneb. Rhoi cyngor proffesiynol arbenigol a diduedd i holl ddefnyddwyr y gwasanaeth.
18. Paratoi a chefnogi aelodau'r tîm sy'n fwy iau mewn tystiolaeth apêl a datganiadau ar gyfer apeliadau sylwadau ysgrifenedig, gwrandawiadau ac ymchwiliadau cyhoeddus ac i amddiffyn penderfyniadau'r Awdurdod Cynllunio Lleol yn gadarn.
19. Mynychu, cynrychioli'r Cyngor a gweithredu fel tyst arbenigol y Cyngor mewn gwrandawiadau apeliadau ac ymchwiliadau.
20. Cyflawni'r gwaith gweinyddol cysylltiedig sy'n gysylltiedig ag apeliadau, gan gynnwys llythyrau hysbysu, llenwi holiadur apêl y Cyngor, trefnu dyddiadau a lleoliadau ar gyfer gwrandawiadau apeliadau ac ymchwiliadau cyhoeddus, cyflwyno datganiadau apêl o fewn y terfynau amser statudol gofynnol a hysbysu aelodau ward lleol a chydweithwyr am benderfyniadau apêl.
21. Mynychu, cynrychioli'r Cyngor, rhoi tystiolaeth a gweithredu fel tyst arbenigol y Cyngor yn y Llys. Cefnogi a mentora aelodau iau o'r tîm i ymgymryd â dyletswyddau o'r fath.
22. Rhoi cyngor o ran datblygu a ganiateir a chyn ymgeisio ar gyfer gwahanol fathau o gynigion datblygu, yn enwedig y rheini o natur ôl-weithredol sy'n deillio o achosion gorfodaeth cynllunio.
23. Prosesu ac asesu ceisiadau cynllunio ar gyfer gwahanol fathau o gynigion datblygu, yn enwedig y rheini o natur ôl-weithredol sy'n deillio o achosion gorfodaeth cynllunio,

i gynnwys paratoi adroddiadau, argymhellion a hysbysiadau penderfynu sy'n berthnasol.

24. Cyfrannu at gyflawni'r amcanion a'r targedau perfformiad a nodir yn y Cynllun Busnes Rheoli Datblygu.
25. Cymryd gofal rhesymol am ddiogelwch eich hun ac eraill; cydweithredu â rheolwyr/goruchwylwyr i gydymffurfio â dyletswyddau iechyd a diogelwch statudol; i roi gwybod am ddigwyddiadau, damweiniau, diffygion ac ati. Bod yn arbennig o effro i amodau heriol ar safleoedd a risgiau i ddiogelwch personol oherwydd natur wrthwynebus ymchwiliadau gorfodi.
26. Cadw i fyny â deddfwriaeth, polisiau a chyfraith achosion 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.
27. Cadw ffeiliau cynllunio, papur a / neu electronig, a dogfennau gwaith eraill mewn cyflwr trefnus a dealladwy. Cadw cofnod o bob trafodaeth, cyfarfod, cyfrifiad perthnasol ac ati. Cynnal gwiriadau gweinyddol rheolaidd ar waith achosion sy'n weddill i sicrhau yr ymdrinnir â phob mater sy'n weddill.
28. Dadansoddi data a chynhyrchu ffurflenni monitro ac adroddiadau perfformiad mewn perthynas â materion gorfodaeth cynllunio ar ran y gwasanaeth i'w hystyried gan Reolwr y Gwasanaeth ac aelodau eraill o'r tîm.
29. Goruchwyllo aelodau'r tîm i sicrhau bod y gofrestr gorfodi yn gyfredol drwy'r amser.
30. Datblygu a chynnal perthynas waith agos ag asiantaethau allanol fel yr heddlu. Gweithredu fel cynrychiolydd y cyngor mewn materion o'r fath gan fabwysiadu dull cyngor cyfan o wneud penderfyniadau strategol a phenderfyniadau polisi gydag ymwybyddiaeth lawn o brif amcanion polisi'r Cyngor.
31. Ymgymryd â dyletswyddau a chyfrifoldebau eraill sy'n gymesur â'r raddfa, yn ôl gofynion rhesymol Arweinydd y Tîm Gorfodaeth Cynllunio / Rheolwr y Gwasanaeth / Rheolwr Corfforaethol a'r Swyddog Arweiniol Corfforaethol.

Manyleb y Person

Gofynion Hanfodol	
<p>Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol</p>	<ul style="list-style-type: none"> - Bydd gan ddeiliad y swydd radd neu gymhwyster cyfatebol mewn Cynllunio Gwlad a Thref (neu ddisgyblaeth gysylltiedig) ac yn meddu ar wybodaeth a phrofiad manwl o gynllunio neu orfodi'r gyfraith. - Trwydded yrru lawn y DU, neu'r gallu i deithio'n annibynnol, yn hyblyg ac ar fyr rybudd i ddiwallu anghenion y gwasanaeth. - Rhaid i ddeiliad y swydd hefyd allu ymweld â safleoedd (gan gynnwys safleoedd adeiladu) ar ei ben ei hun yn bennaf, ledled ardal y Cyngor. - Bydd gofyn i ddeiliad y swydd weithio y tu allan i oriau gwaith o bryd i'w gilydd i fonitro safleoedd sy'n ymwneud ag achosion o dorri rheolaeth gynllunio.
<p>Sgiliau Ieithyddol Cymraeg:</p>	<p>Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad.</p> <p>Gwrando a Siarad Lefel 3: Medru deall a chymryd rhan yn y rhan fwyaf o sgysiau arferol o ddydd i ddydd yn y swyddfa. Medru cynnig cyngor i'r cyhoedd ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. Medru cyfrannu i gyfarfod neu gyflwyniad ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol.</p> <p>Sgiliau Darllen Lefel 3: Gallu deall y rhan fwyaf o adroddiadau, dogfennau a gohebiaeth y mae'n debygol o ddod ar eu traws yn ystod y gwaith.</p> <p>Sgiliau Ysgrifennu Lefel 3: Medru llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol.</p>
<p>Sgiliau Ieithyddol Saesneg:</p>	<p>Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.</p> <p>Gwrando a Siarad Lefel 5: Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif.</p> <p>Sgiliau Darllen Lefel 5: Gallu deall adroddiadau, dogfennau ac erthyglau y mae'n debygol o ddod ar eu traws yn ystod y gwaith, gan gynnwys cysyniadau cymhleth wedi'u mynegi yn nhermau astrus.</p> <p>Sgiliau Ysgrifennu Lefel 5: Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd i safon dderbyniol</p>

	<p>gyda chymorth cymhorthion iaith. Medru llunio nodiadau manwl tra'n cymryd rhan lawn mewn cyfarfod.</p>
<p>Sgiliau Ymarferol / Personol</p>	<ul style="list-style-type: none"> - Rhaid i ddeiliad y swydd allu rheoli llwyth achosion o ymchwiliadau gorfodaeth cynllunio a rhaid iddo allu rheoli nifer o flaenoriaethau yn effeithiol. - Rhaid i ddeiliad y swydd hefyd allu gweithio yn ôl terfynau amser, o fewn gwasanaeth proffil uchel. - Yn gyfforddus â gwneud penderfyniadau heriol - Profiad o oruchwylio staff - Profiad o waith ymchwilio neu waith ymchwil - Rhaid i ddeiliad y swydd fod yn hyddysg mewn TG. - Mae sgiliau cyfathrebu, rhyngbersonol a negodi da yn hanfodol ar gyfer y rôl hon ac mae'n rhaid i ddeiliad y swydd allu cyfathrebu'n glir, yn ddiuedd ac yn gryno mewn ffordd broffesiynol. Rhaid i ddeiliad y swydd hefyd allu addasu ei arddull o gyfathrebu i weddu i'w gynulleidfa. - Rhaid i ddeiliad y swydd allu dangos gallu i gynhyrchu gohebiaeth ac adroddiadau ysgrifenedig o ansawdd uchel. - Rhaid bod gan ddeiliad y swydd sgiliau dadansoddi da, gyda sylw da i fanylion a rhaid iddo allu nodi camau gweithredu sy'n deillio o ddata/gwybodaeth monitro. - Rhaid i ddeiliad y swydd fod ag 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 roi gwasanaeth o ansawdd uchel i'r cyhoedd ac ymrwymiad cryf i foddhad cwsmeriaid. - Ymrwymiad i Bolisi Cyfle Cyfartal y Cyngor a Derbyn ei gyfrifoldeb am ei roi ar waith yn ymarferol.
<p>Profiad Hanfodol</p>	<p>Dealltwriaeth ragorol o system Cynllunio Gwlad a Thref.</p> <p>Gwybodaeth ragorol am reoliadau a gweithdrefnau cynllunio/gorfodi.</p> <p>O leiaf 5 mlynedd o brofiad o ddelio ag amrywiaeth o geisiadau cynllunio a / neu achosion gorfodi o fewn awdurdod lleol.</p>

	Y gallu i roi cyngor ac arweiniad arbenigol i aelodau'r tîm.
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 Tref Brenhinol.

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	Disgwylir i ddeiliad y swydd fod yn ymrwymedig i ddatblygiad proffesiynol parhaus a disgwylir iddo fod yn gadarnhaol am ddatblygiad proffesiynol parhaus trwy 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 system feddalwedd Idox a mapio GIS.

Job Description

Post Name	Senior Planning Enforcement Officer
Service	Economy and Regeneration
Grade	11
Spinal Point/s	32 - 34
Salary	£42,839 - £45,091 per annum
Job Purpose	<p>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.</p> <p>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.</p>
Contractual Work Location/Base	<p>The main office base for the post is in Penmorfa, Aberaeron.</p> <p>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.</p> <p>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.</p>
Hours of Work	37 hours
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Planning Enforcement Team Leader
Supervisory/Managerial Responsibilities	To provide guidance and support on a daily basis to the Planning Enforcement Officers, Planning Enforcement Assistants and also to the wider Development Management Service on planning enforcement related issues.
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. The postholder will assist the Planning Enforcement Team Leader in ensuring the delivery of an efficient and effective Planning Enforcement Service.

1. Ensuring that team members are provided with the relevant support, advice and guidance on a daily basis. Including setting work programmes, reviewing decision making and mentoring and induction of new starters.
2. To be responsible for a personal and varied caseload of more contentious 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.
3. Take a lead role as necessary in high profile, challenging and / or complex planning enforcement matters, which require the undertaking of direct action, injunctions or prosecution.
4. Lead on complex and often contentious enforcement cases, regularly liaising with the police and other agencies, where decisions carry significant implications for the Council's wider strategic objectives. The role requires high-level advocacy, negotiation, and persuasive communication skills to influence outcomes, often acting on behalf of the Council in sensitive matters with substantial reputational and legal impact.
5. 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).
6. 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.
7. 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.
8. 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.
9. 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.
10. To negotiate improvements or appropriate solutions wherever possible, where formal enforcement action may not be expedient.

12. 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.
13. To prepare and serve (and mentor more junior team members) in statutory / legal notices, including Planning Contravention Notices, Enforcement Warning Notices, Enforcement Notices, Breach of Condition Notices, Stop Notices etc.
14. 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.
15. 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.
16. Preparation of e-mails, letters, site appraisals, planning enforcement reports & associated recommendations. And the supervision of more junior team members in this regard.
17. 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.
18. Prepare and support more junior team members in appeal evidence and statements for written representation appeals, hearings and public inquiries and to robustly defend the Local Planning Authority's decisions.
19. To attend, represent the Council and act as the Council's expert witness at appeal hearings and inquiries.
20. 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.
21. To attend, represent the Council, give evidence and act as the Council's expert witness at Court. To support and mentor junior members of the team to undertake such duties.
22. Provide permitted development and pre-application advice for various types of development proposals, particularly those of a retrospective nature arising from planning enforcement cases.
23. 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.

24. To contribute to achieving the objectives and performance targets set out in the Development Management Business Plan.
25. 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.
26. 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.
27. 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
28. 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.
29. Supervise members of the team to ensure that the enforcement register is kept up to date at all times.
30. To develop and maintain close working relations with external agencies such as the police. Acting as the councils representative in such matters taking a whole council approach to strategic and policy decision making with a full awareness of the Council's major policy objectives.
31. 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 1851-01

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	<ul style="list-style-type: none"> - The postholder will hold a degree or equivalent in Town and Country Planning (or related discipline) and possess an in-depth knowledge and experience of planning or law enforcement. - Full UK Driver's Licence or the ability to travel independently, flexibly, and at short notice to meet service needs. - 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:	<p>The following linguistic skills will be required within 2 years of appointment.</p> <p>Listening & Speaking Level 3: Can understand and participate in most day-to-day non-technical conversations in the office. Can advise the public on general matters within own area of work, but must turn to preferred language for technical or specialist terms. Can contribute to meetings or presentations within own area of work, but must turn to preferred language for technical or specialist terms.</p> <p>Reading Skills Level 3: Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work.</p> <p>Writing Skills Level 3: Can write informal messages and reports for internal use.</p>
English Linguistic Skills:	<p>You must possess the following linguistic skills when you start the position.</p> <p>Listening & Speaking Level 5: Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters.</p> <p>Reading Skills Level 5: Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms.</p> <p>Writing Skills Level 5: Can write business correspondence, short reports, e-mail messages and information literature to an acceptable standard with the assistance of language tools. Can write detailed notes in a meeting whilst contributing fully.</p>

<p>Practical and personal skills</p>	<ul style="list-style-type: none"> - The postholder must have the ability to manage a caseload of planning enforcement investigations and must be able to effectively manage multiple priorities. - The postholder must also have the ability to work to deadlines, within a high profile service. - Comfortable with making challenging decisions - Supervisory experience of staff - Experience of investigative or research work - 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.
<p>Required Experience</p>	<p>An excellent understanding of the Town and Country Planning system.</p> <p>An excellent knowledge of planning/enforcement regulations and procedures.</p> <p>At least 5 years experience of dealing with a variety of planning applications and / or enforcement cases within a local authority.</p> <p>The ability to provide expert advice and guidance to members of the team.</p>

Training/education required to be undertaken for the post/worked towards	Working towards membership of the Royal Town Planning Institute (RTPI).
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Desirable Requirements	
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	<p>Knowledge of the Council's major functions and the political and organisational context of Local Government.</p> <p>Experience of Idox software system and GIS mapping.</p>