

Disgrifiad Swydd

Teitl y Swydd	Swyddog Gorfodaeth Cynllunio Arbenigol (Treftadaeth Adeiledig)
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 a chynorthwyo gyda darparu a datblygu gwasanaeth cadwraeth a gorfodi o ansawdd uchel.</p> <p>Y ddyletswydd allweddol fyddai gorfodi deddfwriaeth o ran cynllunio tref, adeiladau rhestredig ac ardaloedd cadwraeth a helpu i ddarparu gwasanaeth gorfodi ymatebol ac o ansawdd uchel drwy gynnal ymchwiliad effeithlon ac effeithiol i achosion o dorri rheolaeth gynllunio o fewn y Sir (gan arbenigo mewn achosion treftadaeth adeiledig) a defnyddio ymyriadau gorfodi priodol yn ôl yr angen.</p> <p>Byddai dyletswyddau eraill yn cynnwys:-</p> <p>Gweithio'n agos gydag ystod o randdeiliaid i hyrwyddo a hwyluso cadwraeth amgylchedd hanesyddol y sir. Prosesu ceisiadau am ganiatâd cynllunio, cydsyniad adeilad rhestredig a chydsyniad ardal gadwraeth, gan gynnwys cynigion datblygu bach, mawr a mwy cymhleth, gan ganolbwyntio ar geisiadau sy'n cael effaith ar dreftadaeth adeiledig y Sir.</p> <p>Rhoi cyngor cyn ymgeisio i ddatblygwyr, asiantiaid, trydydd partion ac aelodau etholedig o ran materion treftadaeth adeiledig / cadwraeth.</p> <p>Amddiffyn penderfyniadau cynllunio mewn apeliadau a pharatoi tystiolaeth arbenigol mewn perthynas ag apeliadau gan gynnwys cyflwyno tystiolaeth mewn ymchwiliadau cyhoeddus, gwrandawladau a sylwadau ysgrifenedig.</p> <p>Cynghori a datblygu strategaethau a chynlluniau ar gyfer rheoli Ardaloedd Cadwraeth yn well a lleihau Adeiladau mewn Perygl a chyfrannu hefyd at ddogfennau polisi eraill.</p> <p>Hyrwyddo dealltwriaeth a mwynhad o'r amgylchedd hanesyddol.</p> <p>Rhoi arweiniad i gydweithwyr yn y Gwasanaeth Cynllunio a'u mentora a rhoi sylwadau o safbwynt cadwraeth i geisiadau cynllunio.</p>

<p>Lleoliad Gwaith Cytundebol</p>	<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>
<p>Oriau Gwaith</p>	<p>37 awr</p>
<p>Math o Gytundeb</p>	<p>Llawn-amser</p>
<p>Hyd y Cytundeb</p>	<p>Parhaol</p>
<p>Teitl swydd y Rheolwr Llinell</p>	<p>Arweinydd Tîm Gorfodaeth Cynllunio</p>
<p>Cyfrifoldebau Goruchwylio / Rheoli</p>	<p>Byddai gofyn i ddeiliad y swydd roi cyngor ac arweiniad arbenigol i aelodau eraill o'r Tîm Gorfodaeth Cynllunio a hefyd i gydweithwyr yn y Gwasanaeth Rheoli Datblygu ehangach ac ar draws Adrannau eraill y Cyngor.</p>
<p>Atebolrwydd</p>	<p>Bydd gofyn i ddeiliad y swydd weithio ar ei liwt ei hun, o bell oddi wrth y rheolwr llinell ond gweithio yn ôl canllawiau, polisiau, gweithdrefnau a deddfwriaeth wedi'u diffinio a fyddai'n cael eu goruchwylio gan y Rheolwr Llinell.</p>
<p>Telerau Cytundebol sy'n Gysylltiedig â'r Swydd</p>	
<p>Dyletswyddau a chyfrifoldebau</p>	
<ol style="list-style-type: none"> 1. Helpu i ddatblygu a darparu gwasanaeth cadwraeth llawn o ran adeiladau ac ardaloedd hanesyddol ar draws ardal ddaearyddol Cyngor Sir Ceredigion ac arwain ar faes y pwnc hwn, ochr yn ochr â'r Swyddog Rheoli Datblygu Arbenigol. 2. Gweithredu fel ceidwad ein treftadaeth adeiledig a sicrhau'r canlyniadau gorau ar gyfer cadwraeth yr asedau hynny a gwella'r asedau hynny. 3. Cydbwysu gofynion y sector datblygu ac adfywio economaidd â'r angen i ddiogelu asedau treftadaeth y Sir. 4. Ymchwilio i achosion o dorri rheolaeth o safbwynt cynllunio, cydsyniad adeilad rhestredig ac ardaloedd cadwraeth, er mwyn diogelu treftadaeth adeiledig y Sir er budd y cyhoedd. 5. Bod yn gyfrifol am lwyth achosion personol ac amrywiol o ymchwiliadau gorfodaeth cynllunio (gan arbenigo mewn materion treftadaeth adeiledig), gan weithio'n agos gydag Arweinydd y Tîm a chydweithwyr eraill i sicrhau bod cwynion am ddatblygiadau heb awdurdod yn cael eu trin yn effeithiol ac yn effeithlon. 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). 	

7. Arwain ar achosion gorfodi sy'n gymhleth ac yn aml yn ddadleuol o safbwynt treftadaeth adeiledig, gan gysylltu'n rheolaidd â'r heddlu ac asiantaethau eraill, lle mae gan benderfyniadau oblygiadau sylweddol ar gyfer 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.
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 Cynorthwyr 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 apel neu drwy'r llysoedd.
11. 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, rheolaeth adeiladu, diogelu'r cyhoedd, tai ac ati) i gefnogi symud achosion ymlaen yn effeithiol a darparu gwasanaethau.
12. Negodi gwelliannau neu atebion priodol lle bynnag y bo'n bosibl, lle efallai na fydd camau gorfodi ffurfiol yn hwylus.
13. 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.
14. Paratoi a chyflwyno hysbysiadau statudol / cyfreithiol, gan gynnwys Hysbysiadau Tramgwydd Cynllunio, Hysbysiadau Rhybuddio am Orfodi, Hysbysiadau Gorfodi, Hysbysiadau Tor Amod, Hysbysiadau Stopio, Hysbysiadau Adran 215, Hysbysiadau Gorfodi Adeilad Rhestredig, Hysbysiadau Atgyweirio, Hysbysiadau Atgyweiriadau Brys, Hysbysiadau Diogelu Adeilad ac ati.
15. 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.
16. Paratoi e-byst, llythyrau, arfarniadau safleoedd, adroddiadau gorfodaeth cynllunio ac argymhellion cysylltiedig.
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. 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.
19. Paratoi tystiolaeth apeliadau a datganiadau ar gyfer apeliadau sylwadau ysgrifenedig, gwrandawiadau ac ymchwiliadau cyhoeddus ac i amddiffyn penderfyniadau'r Awdurdod Cynllunio Lleol yn gadarn.
20. Mynychu, cynrychioli'r Cyngor a gweithredu fel tyst arbenigol y Cyngor mewn gwrandawiadau apeliadau ac ymchwiliadau.
21. 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 apêl ac ymchwiliadau cyhoeddus, cyflwyno datganiadau apêl o fewn y terfynau amser statudol gofynnol a hysbysu aelodau ward lleol a chydweithwyr am benderfyniadau apêl.
22. Mynychu, cynrychioli'r Cyngor, rhoi tystiolaeth a gweithredu fel tyst arbenigol y Cyngor yn y Llys.
23. Rhoi cyngor o ran datblygu a ganiateir a chyn ymgeisio ar gyfer gwahanol fathau o gynnigion datblygu ond yn fwyaf nodedig y rheini sy'n ymwneud â materion treftadaeth adeiledig ac yn enwedig y rheini o natur ôl-weithredol sy'n deillio o achosion gorfodaeth cynllunio.
24. Prosesu ac asesu ceisiadau cynllunio, ceisiadau cydsyniad adeilad rhestredig a cheisiadau cydsyniad ardal gadwraeth, 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.
25. Cyfrannu at gyflawni'r amcanion a'r targedau perfformiad a nodir yn y Cynllun Busnes Rheoli Datblygu.
26. 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.
27. 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.
28. 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.
29. 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.

30. Rhoi cymorth ac arweiniad arbenigol i'r cyngor ehangach mewn perthynas â Threftadaeth Adeiledig ond o ddydd i ddydd i'r Cynorthwyyr Gorfodaeth Cynllunio a'r Swyddogion Gorfodaeth Cynllunio.
31. Cymryd camau i leihau Adeiladau mewn Perygl, cychwyn a gweithredu cynlluniau gwella ar adeiladau rhestredig ac ardaloedd cadwraeth a rhoi cyngor arbenigol ar gyfer cynlluniau adfywio a arweinir gan dreftadaeth a mentrau gwella amgylcheddol eraill.
32. Nodi adeiladau ac asedau treftadaeth eraill a allai fod angen cymorth / gorfodaeth a chyfeirio perchnogion asedau treftadaeth at ffynonellau posibl o gymorth a chyllid.
33. Sicrhau bod y gofrestr gorfodi yn gyfredol drwy'r amser.
34. Datblygu a chynnal perthynas waith agos â CADW a chyrrff treftadaeth eraill. 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.
35. Mynychu'r Pwyllgor Rheoli Datblygu ac annerch Aelodau ynddo yn ôl yr angen.
36. 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.

Cyfeirnod at Ddibenion Gwerthuso Swyddi	JD 1836-01
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Manyleb y Person

Gofynion Hanfodol	
<p>Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol</p>	<ul style="list-style-type: none"> - Rhaid bod gan ddeiliad y swydd radd, cymhwyster ôl-raddedig neu gymhwyster cyfatebol mewn Cynllunio Gwlad a Thref, Cadwraeth Adeiladau Hanesyddol / Treftadaeth Adeiledig, Pensaernïaeth neu ddisgyblaeth gysylltiedig neu fod â chyfuniad cyfatebol o wybodaeth a phrofiad o gynllunio, treftadaeth adeiledig 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 sgysiaau 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</p>

	<p>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</p> <p>Lefel 5: Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd i safon dderbyniol 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"> - Y gallu i gydbwysu gofynion y sector datblygu ac adfywio economaidd â'r angen i ddiogelu asedau treftadaeth y Sir. - Y gallu i siarad o blaid canlyniadau cadarnhaol i'r amgylchedd hanesyddol mewn sefyllfaoedd lle mae blaenoriaethau'n cystadlu. - Gallu i asesu arwyddocâd adeiladau ac ardaloedd hanesyddol a chynghori o ran technegau a deunyddiau cadwraeth priodol a dulliau atgyweirio priodol. - Yn gyfforddus â gwneud penderfyniadau heriol. - Profiad o waith ymchwilio neu waith ymchwil. - 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. - Rhaid i ddeiliad y swydd fod yn hyddysg mewn TG. - Mae sgiliau cyfathrebu, rhyngpersonol 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.

	<ul style="list-style-type: none"> - Rhaid bod gan ddeiliad y swydd agwedd gadarnhaol tuag at gyflawni gwaith a'r 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.
Profiad Hanfodol	<ul style="list-style-type: none"> - Gwybodaeth a dealltwriaeth gynhwysfawr ac arbenigol o bob mater treftadaeth, gan gynnwys cynllunio, deddfwriaeth adeiladau rhestredig ac ardaloedd cadwraeth, canllawiau a chylchlythyrau polisi, arferion gorau a chyfraith achosion, yn ogystal â gwybodaeth am ddylunio ac adeiladu adeiladau hanesyddol. - Gwybodaeth gynhwysfawr ac arbenigol am ddeddfwriaeth a gweithdrefnau gorfodi o ran cynllunio a threftadaeth adeiledig. - Profiad cadarn o ddelio ag amrywiaeth o geisiadau cynllunio a/neu achosion gorfodi sy'n gysylltiedig â threftadaeth adeiledig o fewn awdurdod lleol. - Rhaid i ddeiliad y swydd hefyd allu dangos gwybodaeth drylwyr a manwl am hanes pensaernïol, dylunio ac adeiladu adeiladau hanesyddol, gan gynnwys technegau ar gyfer cadwraeth, atgyweirio, rheoli a gwella adeiladau ac ardaloedd hanesyddol.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	<ul style="list-style-type: none"> - Yn gwbl gymwysedig neu'n gweithio tuag at aelodaeth o'r Sefydliad Cadwraeth Adeiladau Hanesyddol, y Sefydliad Cynllunio Trefol Brenhinol neu gorff proffesiynol cyfatebol.

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	Specialist Planning Enforcement Officer (Built Heritage)
Service	Economy and Regeneration
Grade	11
Spinal Point/s	32 - 34
Salary	£42,839 - £45, 091 per annum
RusJob 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 and to assist with the delivery and development of a high quality conservation and enforcement service.</p> <p>The key duty would be to carry out the enforcement of town planning, listed building and conservation area legislation and help provide a responsive and high quality enforcement service by undertaking the efficient and effective investigation of breaches of planning control within the County (specialising in built heritage cases) and utilising appropriate enforcement interventions as necessary.</p> <p>Other duties would include:-</p> <p>Working closely with a range of stakeholders to promote and facilitate the conservation of the county's historic environment. Processing applications for planning permission, listed building consent and conservation area consent, including minor, major and more complex development proposals, focusing on applications that have an impact upon the County's built heritage.</p> <p>Providing pre-application advice to developers, agents, third parties and elected members on built heritage / conservation matters.</p> <p>Defending planning decisions at appeal and preparing specialist evidence in respect of appeals including presenting evidence at public inquiries, hearings and written representations.</p> <p>To advise and develop strategies and plans for the improved management of Conservation Areas and the reduction of Buildings at Risk and also contribute to other policy documents.</p> <p>To promote understanding and enjoyment of the historic environment.</p> <p>To provide mentoring and guidance to colleagues within the Planning Service and provide conservation comments to planning applications.</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	The postholder would be required to provide specialist advice and guidance to other members of the Planning Enforcement Team and also to colleagues in the wider Development Management Service and across other Council Departments.
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	
<p>1.To help develop and deliver a full building and historic area conservation service across the geographical area of Ceredigion County Council and to lead on this topic area, alongside the Specialist Development Management Officer.</p> <ol style="list-style-type: none"> 1. To act as a custodian of our built heritage and ensure the best outcomes for the preservation and enhancement of those assets. 2. To balance the demands of the development sector and economic regeneration with the need to safeguard the County's heritage assets. 3. To investigate breaches of planning, listed building consent and conservation area control, in order to protect the County's built heritage in the public interest. 4. To be responsible for a personal and varied caseload of planning enforcement investigations (specialising in built heritage matters), working closely with the Team Leader and other colleagues to ensure that complaints of unauthorised development are dealt with effectively and efficiently. 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. Lead on complex and often contentious built heritage 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.

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 Service 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. 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, building control, public protection, housing etc) to support effective case progression and service delivery.
11. 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 statutory / legal notices, including Planning Contravention Notices, Enforcement Warning Notices, Enforcement Notices, Breach of Condition Notices, Stop Notices, Section 215 Notices, Listed Building Enforcement Notices, Repair Notices, Urgent Repairs Notices, Building Preservation 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. Preparation of e-mails, letters, site appraisals, planning enforcement reports & associated recommendations.
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. 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.

19. Prepare appeal evidence and statements for written representation appeals, hearings and public inquiries and to robustly defend the Local Planning Authority's decisions.
20. To attend, represent the Council and act as the Council's expert witness at appeal hearings and inquiries.
21. 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.
22. To attend, represent the Council, give evidence and act as the Council's expert witness at Court.
23. Provide permitted development and pre-application advice for various types of development proposals but most notably those relating to built heritage matters and particularly those of a retrospective nature arising from planning enforcement cases.
24. Process and assess planning applications, listed building consent applications and conservation area consent applications, particularly those of a retrospective nature arising from planning enforcement cases, to include the preparation of relevant reports, recommendations and decision notices.
25. To contribute to achieving the objectives and performance targets set out in the Development Management Business Plan.
26. 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.
27. 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.
28. 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.
29. 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.
30. To provide support and specialist guidance to the wider council in relation to Built Heritage but on a day to day basis to the Planning Enforcement Assistants and Planning Enforcement Officers.
31. To take action to reduce Buildings at Risk, to initiate and implement enhancement schemes on listed buildings and conservation areas and to provide specialist

advice for heritage led regeneration schemes and other environmental improvement initiatives.

32. Identify buildings and other heritage assets that may require support / enforcement and signpost heritage asset owners to potential sources of support and funding.

33. Ensure that the enforcement register is kept up to date at all times.

34. To develop and maintain close working relations with CADW and other heritage bodies. 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.

35. To attend and address Members at the Development Management Committee, as and when required.

36. 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 1836-01

Person Specification

Essential Requirements	
<p>Academic / Professional / Technical / Vocational Qualifications</p>	<ul style="list-style-type: none"> - The postholder must hold a degree, postgraduate qualification or equivalent in Town and Country Planning, Historic Building Conservation / Built Heritage, Architecture or related discipline or who possesses an equivalent combination of knowledge and experience of planning, built heritage 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.
<p>Welsh Linguistic Skills:</p>	<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>
<p>English Linguistic Skills:</p>	<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</p>

	<p>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"> - An ability to balance the demands of the development sector and economic regeneration with the need to safeguard the County's heritage assets. - An ability to advocate positive outcomes for the historic environment in situations of competing priorities. - An ability to assess the significance of historic buildings and areas and advise on appropriate conservation techniques and materials and appropriate methods of repair. - Comfortable with making challenging decisions. - Experience of investigative or research work. - 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. - 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.

	<ul style="list-style-type: none"> - Commitment to the Council's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.
Required Experience	<ul style="list-style-type: none"> - A comprehensive and specialist knowledge and understanding of all heritage matters, including planning, listed building and conservation area legislation, policy guidance and circulars, best practice and case law, as well as knowledge of historic building design and construction. - A comprehensive and specialist knowledge of planning and built heritage enforcement legislation and procedures. - Robust experience of dealing with a variety of built heritage related planning applications and / or enforcement cases within a local authority. - The postholder must also be able to demonstrate a thorough and in-depth knowledge of architectural history, historic building design and construction, including techniques for the conservation, repair, management and enhancement of historic buildings and areas.
Training/education required to be undertaken for the post/worked towards	<ul style="list-style-type: none"> - Fully qualified or working towards membership of the Institute of Historic Building Conservation (IHBC), the Royal Town Planning Institute (RTPI) or equivalent professional body.

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>