

Disgrifiad Swydd

Teitl y Swydd	Cynorthwydd Gorfodaeth Cynllunio
Gwasanaeth	Economi ac Adfywio
Graddfa	8
Pwynt/iau Cyflog	18-22
Cyflog	£31,537 - £33,699
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 fân 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 Aberaeron, fodd bynnag mae'r Cyngor wedi cofleidio manteision gweithio hybrid mewn swyddfa gartref.</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 yr wythnos (Hyblyg)
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Arweinydd Tîm Gorfodaeth Cynllunio
Cyfrifoldebau Goruchwylio / Rheoli	Dim.
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. Bod yn gyfrifol am lwyth achosion personol o ymchwiliadau gorfodaeth cynllunio (gan ddeiliaid tai a mathau bach o ddatblygiadau), 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.
2. Ymchwilio i gwynion sy'n ymwneud â man 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 ac y bydd angen cerdded i archwilio ffiniau safleoedd).
3. Addasu i lwyth gwaith deinamig trwy newid rhwng tasgau gorfodi amrywiol, gan ddangos gwybodaeth a sgiliau trosglwyddadwy ar draws ystod o ddisgyblaethau arbenigol (gan gynnwys cynllunio, diogelu'r cyhoedd, tai ac ati) i gefnogi symud achosion ymlaen yn effeithiol a darparu gwasanaethau.
4. 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.
5. 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.
6. 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.
7. Negodi gwelliannau neu atebion priodol lle bynnag y bo'n bosibl, lle efallai na fydd camau gorfodi ffurfiol yn hwylus.
8. 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.
9. Cynorthwyo i baratoi a chyflwyno hysbysiadau statudol / cyfreithiol, gan gynnwys Hysbysiadau Tramgwydd Cynllunio, Hysbysiadau Rhybuddio am Orfodi, Hysbysiadau Gorfodi, Hysbysiadau Tor Amod, Hysbysiadau Stopio ac ati.
10. 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.
11. Paratoi e-byst, llythyrau, arfarniadau safleoedd, adroddiadau gorfodaeth cynllunio ac argymhellion cysylltiedig.

12. 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.
13. 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.
14. Cynorthwyo i baratoi tystiolaeth apeliadau a datganiadau ar gyfer apeliadau sylwadau ysgrifenedig ac i amddiffyn penderfyniadau'r Awdurdod Cynllunio Lleol yn gadarn.
15. Mynychu gwrandawiadau apeliadau ac ymchwiliadau lle bo angen, er mwyn rhoi cymorth i'r Swyddogion Gorfodaeth Cynllunio ac Arweinydd y Tîm Gorfodaeth Cynllunio.
16. 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.
17. Mynychu'r Llys yn achlysurol, er mwyn rhoi cymorth i'r Swyddogion Gorfodaeth Cynllunio ac Arweinydd y Tîm Gorfodaeth Cynllunio.
18. Rhoi cyngor o ran datblygu a ganiateir a chyn ymgeisio ar gyfer datblygiadau bach a datblygiadau deiliaid tai, yn enwedig y rheini o natur ôl-weithredol sy'n deillio o achosion gorfodaeth cynllunio.
19. Prosesu ac asesu ceisiadau cynllunio ar gyfer datblygiadau bach a datblygiadau deiliaid tai, 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.
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 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.
22. 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.
23. 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.

24. 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.

25. Sicrhau bod y gofrestr gorfodi yn gyfredol drwy'r amser.

26. 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 1833-02

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) neu bydd ganddo 4 blynedd o gyfuniad cyfatebol o wybodaeth a phrofiad o gynllunio neu orfodi'r gyfraith neu ddisgyblaeth gysylltiedig. - Bydd angen i ddeiliad y swydd allu teithio i wahanol leoliadau ledled y sir ar fyr rybudd, gan ddefnyddio cludiant personol, i ymateb yn brydlon i 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 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</p>

	Lefel 3: Medru llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol.
Sgiliau Ymarferol / Personol	<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. - 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. - 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.
Profiad Hanfodol	Dealltwriaeth o'r system Cynllunio Gwlad a Thref. Dealltwriaeth eang o swyddogaethau eraill y cyngor (diogelu'r cyhoedd, tai ac ati).
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Wrthi'n 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.

	<p>Gwybodaeth am reoliadau a gweithdrefnau cynllunio/gorfodi.</p> <p>Byddai profiad o ddelio ag amrywiaeth o geisiadau cynllunio a/neu achosion gorfodi o fewn awdurdod lleol yn ddymunol ac yn fantais.</p>
Sgiliau Ymarferol / Personol	<p>Gwybodaeth am brif swyddogaethau'r Cyngor a chyd-destun gwleidyddol a sefydliadol Llywodraeth Leol.</p> <p>Profiad o waith ymchwiliol neu waith ymchwil.</p> <p>Profiad o system feddalwedd Idox a mapio GIS.</p>

Job Description

Post Name	Planning Enforcement Assistant
Service	Economy and Regeneration
Grade	Grade 8
Spinal Point/s	18-22
Salary	£31,537 - £33,699
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 minor 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 Aberaeron, however the Council has embraced the benefits of hybrid home-office working.</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 per week(Flexible)
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Planning Enforcement Team Leader
Supervisory/Managerial Responsibilities	None.
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 caseload of planning enforcement investigations (householder and minor development types), 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 minor 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. Adapt to a dynamic workload by switching between varied enforcement tasks, demonstrating transferable knowledge and skills across a range of specialist discipline (including planning, public protection, housing etc) to support effective case progression and service delivery.
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.
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. 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.
7. To negotiate improvements or appropriate solutions wherever possible, where formal enforcement action may not be expedient.
8. 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.
9. Assist in preparing and serving statutory / legal notices, including Planning Contravention Notices, Enforcement Warning Notices, Enforcement Notices, Breach of Condition Notices, Stop Notices etc.
10. 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.
11. Preparation of e-mails, letters, site appraisals, planning enforcement reports & associated recommendations

12. 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.
13. 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.
14. Assist in the preparation of appeal evidence and statements for written representation type appeals and to robustly defend the Local Planning Authority's decisions.
15. Attendance at appeal hearings and inquiries where necessary, in order to provide support to the Planning Enforcement Officers and Planning Enforcement Team Leader.
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. Occasional attendance at Court, in order to provide support to the Planning Enforcement Officers and Planning Enforcement Team Leader.
18. Provide permitted development and pre-application advice for minor and householder development, particularly those of a retrospective nature arising from planning enforcement cases.
19. Process and assess planning applications for minor and household development, 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. Ensure that the enforcement register is kept up to date at all times.

26. 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 1833-02 (Planning Enforcement Assistant)

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) or possess 4 years of an equivalent combination of knowledge and experience of planning or law enforcement or a related discipline. - Using their own travel arrangements, the postholder must be able to attend locations across the county at very short notice, in order to respond promptly to operational and service demands.. 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 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>
Practical and personal skills	<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.

	<ul style="list-style-type: none"> - 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 work both 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	An understanding of the Town and Country Planning system. A broad understanding of other council functions (public protection, housing etc).
Training/education required to be undertaken for the post/worked towards	Working towards membership of the Royal Town Planning Institute (RTPI).

Desirable Requirements	
Qualifications / Training	<p>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.</p> <p>Knowledge of planning/enforcement regulations and procedures.</p> <p>Experience of dealing with a variety of planning applications and / or enforcement cases within a local authority would be desirable and would be an advantage.</p>
Practical / Personal Skills	<p>Knowledge of the Council's major functions and the political and organisational context of Local Government.</p> <p>Experience of investigative or research work.</p>

	Experience of Idox software system and GIS mapping.
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