

Principal Planning Officer (Enforcement)

Service	Reporting to	Location	Grade	Hours
Planning & Building Control	Group Leader – Development Management	Salford Civic Centre / remote working	4C	Full time (36 hours per week) flexible working

About the role

As Principal Planning Officer (Enforcement) you will:

- Produce concise, accurate, robust and timely reports and recommendations for a caseload of planning enforcement cases which will typically comprise more complex breaches of planning control, applying current legislation and policy as appropriate.
- Instruct legal colleagues on the formulation of legal notices.
- Produce written and oral expert evidence in relation to enforcement appeals and undertake PACE interviews and as necessary appear in court as expert witness in relation to prosecutions.
- Lead on the production of enforcement reports for council committees. Present reports to committees and respond to questions and challenges.
- Review recommendations of other members of the enforcement team and make decisions on a range of cases and their associated actions and recommendations under delegated authority on behalf of the council.
- Provide 1:1 monitoring, feedback and coaching for enforcement colleagues against Key Performance Indicators (KPIs), and any other agreed performance targets. Formally and regularly review performance and barriers to performance. Re-examine issues, diagnose solutions individually and jointly, and monitor steps to corrective action.
- Provide proficient day-to-day management and co-ordination of the work of the planning enforcement team and the delivery of effective team improvement.
- Work with Group Leaders to advise on the delivery and improvement of the enforcement service management systems, procedures and processes and ensure compliance by the team.
- Achieve effective results through the delivery of pre-agreed service outcomes, prioritisation, delegation and effective teamwork with direct reports.
- Work with Group Leaders to advise on and identify service needs/improvements, forecast future requirements and monitor progress to achieve cost efficiency and effectiveness and to ensure KPIs are met/exceeded in terms of timeliness and quality of output.
- Ensure that the enforcement service maintains appropriate records and audit trails to justify the decision making process.

- Manage the distribution of enforcement related knowledge and ensure that the team is well informed about relevant current issues including legislation.
- Working with Group Leaders, use a team approach to problem solving and innovation; both accepting and delivering effective challenges and demonstrating leadership by celebrating success and innovation as well as learning from mistakes. Utilise a co-operative, consultative style when agreeing service solutions with direct reports, where appropriate.

Key outcomes

- Contribute positively to the continued growth of the city whilst preserving its natural, cultural and historical assets, including the delivery of the council's statutory heritage functions in relation to conservation areas and listed buildings.
- Secure the delivery of high quality sustainable development.
- Contribute to an innovative, digitally driven service that focuses on the needs of its customers.
- Prioritisation and timely resolution of enforcement cases.
- Display a high level of technical competence, maintaining a thorough and up to date knowledge of relevant legislation and guidance and apply this to ensure legally sound, robust recommendations and decisions.
- To give accurate advice to perpetrators and their agents, complainants, members of the public, councillors and others as necessary.

What we need from you

- Have an excellent level of ability to prioritise and manage a challenging and complex workload.
- Have an excellent technical ability and appropriate level of knowledge and understanding and application of current and emerging planning legislation in relation to enforcement.
- Be concise and possess the ability to communicate effectively at all levels, be well organised and efficient, have a positive attitude, be proactive and solve problems to produce well balanced outcomes.
- Be able to give accurate advice on enforcement and planning matters to perpetrators and their agents, complainants, members of the public, councillors and others as necessary.
- Work positively within an agreed enforcement policy with perpetrators and their agents, complainants, and legal colleagues, in order to find solutions and obtain high quality outcomes within given time constraints.
- Ideally have a planning degree and be eligible for membership of the Royal Town Planning Institute.
- Have extensive experience in planning, including knowledge of planning enforcement, and a proven ability to manage a diverse caseload of complex planning matters effectively.
- Have professional credibility through proven relevant experience.

- Have an excellent customer care approach and skills and be able to demonstrate experience of successfully working with a range of people including members of the public, professional agents and other stakeholders to deliver a customer focused service.
- Be able to manage and prioritise your own workload and that of the team and work without supervision.
- Have excellent communication skills and the ability to work effectively at all levels but particularly with councillors and officers, be well organised and efficient, have a positive attitude, be proactive and solve problems to produce positive outcomes for the enforcement service and the City of Salford as a whole.
- Have extensive experience of all technical / legal aspects of planning enforcement and securing positive outcomes on cases investigated.
- Model and demonstrate our values and behaviours.

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteforapprenticeships.org/) website.

A digital organisation

#HappytoTalkFlexible



Salford City Council

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.