

**Directorate:** Growth Environment and Transport  
**Unit/Section:** Planning Applications Group  
**Grade:** 10  
**Responsible to:** Head of Planning Applications Group

### **Purpose of the Job:**

Assist in the service delivery of the County Council's statutory planning application development management and control functions by the monitoring and enforcement of permitted development with a specific lead for the enforcement of permitted mineral and waste management developments and the County Council's own developments. Contribute to the delivery of sustainable development across the County by monitoring, investigating and addressing alleged breaches of planning control and where necessary taking formal actions in relation to breaches of planning control at permitted sites.

### **Main duties and responsibilities:**

- Investigate and respond to complaints and alleged breaches arising from authorised mineral and waste and county council development, through the checking of records, site inspections and liaison with other relevant agencies.
- Undertake extensive and detailed research in order to establish site compliance requirements across a range of authorised site types and complexities. Monitor and inspect a range of authorised sites, including those covered by chargeable monitoring, and assess the state of compliance with the planning permission and conditions. Maintain accurate records.
- Pursue appropriate enforcement action in response to alleged and identified breaches of planning control at authorised sites in accordance with County Council's monitoring and enforcement protocols, planning legislation, guidance and established procedures.
- Negotiate solutions to seek to informally resolve breaches of planning control and negotiate with alleged contraveners and/or their representatives and other relevant interested parties, attending site meetings and visits and preparing briefing notes for Members and written and verbal reports to the Regulation Committees. Communicate with the complainant and with any relevant external bodies. Establish appropriate working relationships with developers, operators, local residents, regulatory bodies and other interested parties, to deliver an effective monitoring and enforcement service in respect of authorised sites.
- Research, prepare and present factual evidence with legal precision for enforcement action relating to authorised sites in a lead capacity. Undertake actions to seek to formally resolve breaches of planning control. Draft and serve appropriate Notices including Planning Contravention Notices, Breach of Condition Notices and Enforcement Notices. Attend Public Inquiries and Court Hearings to give factual evidence and informed opinion on behalf of the County Council. Respond appropriately to challenge in such environments. Undertake follow up actions relating to enforcement action and confirmation of compliance.

- Organise case files and correspondence with the County Council's legal and other relevant advisors.
- Undertake monitoring and enforcement duties within the constraints of planning legislation and planning practice and other relevant legislation (including Freedom of Information; Environmental Information Regulations; data protection and GDPR) and with regard to the County Council's scheme of delegation and corporate requirements. Maintain appropriate records using relevant systems within the Planning Applications Group.
- Assist in the direction, supervision, training and development of the other staff within the Planning Applications Group as required in relation to the role and the monitoring and enforcement function for authorised sites and contribute to and develop enhanced procedures, processes and systems for the effective and efficient discharging of the team's activities.
- Assist the Group Head to support regional/national work on County Council development management matters, as required and represent the Head of Planning Applications or other senior staff at meetings, presentations, site liaison and working groups, as required. Undertake other tasks as appropriate relating to the Group's activities, as may be specified by the Head of Planning Applications.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

This post is considered by KCC to be in a customer-facing position. The Council therefore has a statutory duty under Part 7 of the Immigration Act (2016) to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<p>A relevant degree (or equivalent) in planning or a similar related environmental or legal discipline.</p> <p>Hold or be eligible for Membership of the Royal Town Planning Institute.</p>
<b>EXPERIENCE</b>	<p>Enforcement and monitoring experience, ideally gained from dealing with a range of minerals and waste management and planning enforcement matters in a Local Government environment, with an emphasis on sites that have planning permission for development.</p> <p>A proven track record with demonstrated experience of planning and enforcement legislation and practice. This includes the gathering and presenting of evidence for the legal process and in relation to challenge, including as an expert witness at public inquiry and in court in relation to planning enforcement matters and ideally experience related to mineral and waste management development.</p> <p>Experience of preparing, serving and defending Planning Contravention Notices, Breach of Condition Notices and Enforcement Notices.</p> <p>Experience of site monitoring good practice, particularly in relation to planning and ideally minerals and waste management development.</p>
<b>SKILLS AND ABILITIES</b>	<p>Excellent communication skills including written, oral, public speaking and presentation for a range of audiences including in relation to taking, collating and presenting evidence in a legal process including Public Inquiries, Court Hearings or other statutory tribunals.</p> <p>Ability to provide expert witness evidence for planning appeals and in supporting legal challenges.</p> <p>Well-developed negotiation, diplomacy, and inter-personal skills with proven ability to liaise and negotiate effectively with representatives of development industry, community and environmental interests and other local authorities.</p> <p>Self-confidence and political awareness within the role and in representing the County Council.</p> <p>Strong analytical and site appraisal skills including the ability to interpret plans, maps, site histories and technical activities on site to enable an informed decision regarding compliance with the site's planning permission and to aid an appropriate enforcement</p>

	<p>response.</p> <p>Ability to record observations (written and photographic) and use as evidence when required with accuracy and legal precision and in accordance with the relevant legislation relating to the collection of evidence and investigations.</p> <p>Able to work on own initiative with a minimum of supervision and to take a lead role in relation to monitoring and enforcement matters in relation to authorised (permitted) sites.</p> <p>Ability to plan, prioritise and organise a diverse workload and demonstrate problem solving skills.</p> <p>Ability to work in a multi-disciplinary environment, foster appropriate working relationships and work collaboratively and constructively with internal and external partners with an aptitude for developing internal and external relationships in organisations at senior level.</p> <p>Effective mentoring and coaching skills.</p> <p>Good IT skills with a working knowledge of microsoft packages.</p> <p>The ability to travel across a wide geographical area in a timely and flexible manner at various times of the day, often to rural locations with limited public transport access, at short notice. Driving is intrinsic to much of the work and therefore a full UK Driving Licence is required – the Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.</p> <p>The ability to visit and inspect sites where the physical environment may present challenges such as uneven ground surfaces in a range of weather conditions, including at construction and quarry and landfill and waste sites.</p> <p>The position may on occasions require the working of non-standard office hours to enable effective monitoring of activities on site.</p> <p>Fluent in spoken English to the extent necessary to perform the role effectively, so that a high quality service can be provided to the public.</p>
<b>KNOWLEDGE</b>	<p>In depth knowledge of current and emerging planning enforcement and monitoring legislation, policy and guidance, and the implications for the County Council's strategic objectives and working practices.</p> <p>In depth knowledge of procedural and statutory frameworks relating to the planning enforcement and monitoring function and authorised sites, including in relation to the powers of entry and the range of planning enforcement responses that could be undertaken in relation to sites with planning permission.</p> <p>Knowledge of minerals and/or waste management operations at a range of authorised / permitted sites.</p>

	Good understanding and knowledge of current and emerging political processes including the role of elected members and Committee.
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>