

Job description

Career Grade Planner - Planning Enforcement Team

- Grade: Grade SO1 – PO4
- Reports to: Planning Enforcement Team Manager
- Direct reports: None
- Your team: Development Management (Planning Enforcement)
- Service area: Planning & Development
- Directorate: Community Wealth Building

Special requirements of the post

Workstyle: Roaming (Medium presence, two days a week)

This post is subject to the council's declaration of interest procedure

This post requires a DBS check at the Basic level

Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

Key responsibilities

To manage an application/enforcement/conservation & design caseload (principally comprising non-major work for applications) including making recommendations and handling any appeals and giving compliance/pre-application and general planning advice in accordance with the Council's corporate Core Principles, Key Aims, Service Plans, Financial Regulations and

Standing Orders and agreed procedures. To ensure the provision of a first-class service to customers.

1. Possess the necessary knowledge and experience to undertake the duties assigned to the post within a specialist area.
2. Process a variety of applications together with giving specialist observations and preapplication advice. Undertake consultations, site visits, evaluation and negotiation in order to generate high quality recommendations.
3. Undertake enforcement investigations, appeals and submissions under the Planning Acts, Orders and Regulations, including consultations, site visits, evaluation and negotiation with applicants/transgressors and other interested parties.
4. Provide advice on possible breaches of planning control, including obtaining evidence, negotiation with interested parties, making recommendations for action, following up decisions on recommendations and instigating and effecting necessary legal proceedings in order to pursue breaches in planning controls.
5. Prepare written documentation to a high standard, including complex reports and legal documentation.
6. Prepare representations on behalf of the Council for appeals under the Planning Acts. To prepare such representations in compliance with the timetables required by the Government's Planning Inspectorate.
7. Prepare papers necessary for the pursuit of prosecutions. As a representative of the Council attend Court to give evidence.
8. Provide expert support and advice and represent the Council as required.
9. Participate in projects targeting local or national concern and manage, initiate and lead on the projects at PO1 and above.
10. Work within changing targets and deadlines.
11. Represent the service at Committee, working parties and public meetings.
12. Carry out occasional duties outside normal office hours as required and participate in the duty rota in office hours.
13. Participate in the development of the Planning Service; and participate in the development of policy, procedure and practice notes as required.
14. At PO1 and above, to supervise, train and mentor lower graded staff.
15. Possess a good standard of communication skills.
16. Organise own workload without close supervision.
17. To undertake other duties commensurate to the grade of the post.

Additional

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- The post holder is expected to be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties.
- Ensure all the services within the area(s) of responsibility are provided in accordance with the Council's commitment to high quality service provision to users.
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times carrying out responsibilities/duties within the framework of the Council's Dignity for all Policy (Equal Opportunities Policy).

Compliance

Ensure adherence to legal, regulatory, and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary.

Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

Essential and desirable criteria

Essential: the basic requirements that must be met for someone to be considered for a particular job. These criteria are mandatory and cannot be negotiated. Essential criteria directly impact the core qualifications or skills necessary to perform the job effectively.

Desirable: the additional qualities, skills, or qualifications that would be advantageous for a candidate to possess but are not mandatory. Not meeting them does not automatically disqualify someone from consideration for the job. This also allows candidates who do not possess certain desirable criteria the opportunity to explain how their other knowledge, experience and skills relate to these and what they may be in the process of doing or willing to do to achieve these.

Knowledge, experience, and skills

Point	Criteria description	Essential/desirable
1	To hold a degree level qualification in an appropriate discipline and be able to complete a professional qualification related to the post held.	Essential
2	To possess good communication skills and have the ability to explain technical matters to service users	Essential
3	Knowledge and experience of current legislation and working practices relating to the post applied for.	Essential
4	Ability to write and present complex correspondence and reports on planning applications and/or enforcement investigations.	Essential
5	Ability to negotiate with applicants/transgressors and their agents and other interested parties on submissions/investigations under the planning acts	Essential
6	Ability to prepare evidence for and initiate legal proceedings under planning legislation, and to give evidence at Hearings, Inquiries and/or Court Hearings.	Essential
7	Knowledge of planning enforcement procedures.	Essential

Point	Criteria description	Essential/desirable
8	Ability to assess, evaluate and lead on preapplication negotiations.	Essential
9	Ability to carry out functions related to the processing of applications, including the validation of applications.	
10	Ability to manage own workload with minimum supervision.	Essential
11	Knowledge of performance management techniques to achieve specified performance targets identified for the service.	Essential
12	Ability to demonstrate an understanding of high-quality customer focused service delivery.	Essential
13	Ability to occasionally work outside of normal working hours.	Essential
14	Ability to use IT resources to support the functions of the post (input/extract data/word processing/spreadsheets).	Essential
15	Completion of a recognised planning qualification.	Essential at Grade SO2
16	One year's post qualification experience.	Essential at Grade PO1
17	Ability to supervise, train and mentor lower graded staff.	Essential at Grade PO1
18	Two year's post qualification experience and eligibility for membership of an appropriate professional body.	Essential at Grade PO2
19	Ability to regularly present at the Planning Committees	Essential at Grade PO2
20	Two years post qualification experience eligibility for membership of an appropriate professional body and substantial further experience relevant to the post.	Essential at Grade PO3

Point	Criteria description	Essential/desirable
21	Ability and experience of successfully handling complex casework such as major/complex planning and listed buildings applications or enforcement cases.	Essential at Grade PO3
22	Ability and experience of preparing briefing notes and providing detailed briefs to Members / Senior Management on complex applications/investigations.	Essential at Grade PO4
23	Detailed knowledge of current planning legislation and working practices.	Essential at Grade PO4
24	Ability and experience of leading on and delivering process, service and/or information system improvement projects and/or the development of policy, procedure and practice notes.	Essential at Grade PO4

Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with Heart.