

## Person Specification

POST:	PLANNING ENFORCEMENT OFFICER	GRADE:	6
DIRECTORATE:	CHIEF EXECUTIVES	POST NO:	

<b>COMPETENCIES</b>  (All competencies listed are essential to the post)	<b>METHOD OF ASSESSMENT</b>  (Application Form/ Interview/Test)
<b>Working Collaboratively</b>	
Works with our partners and the community to achieve the best outcomes in a seamless way.	Interview
<b>One Team One Council</b>	
Encourage a culture of participation where staff feel empowered and valued.	Interview
Builds effective relationships outside immediate team.	Interview
Creates good customer relationships and demonstrates the highest level of customer care.	Interview
Shares a sense of pride in the work of the Council.	Interview
Communicates effectively.	Interview
Professional and polite and earns the respect of management and colleagues.	Interview
<b>Work Smart</b>	
Ensures public money is spent in the smartest way possible.	Interview
Participates in corporate working to ensure integrated service provision.	Interview
Demonstrates a positive can do approach.	Interview
Embraces a culture of continuous improvement.	Interview
Is accountable and transparent and takes responsibility for own actions.	Interview

<b>COMPETENCIES</b> <b>(All competencies listed are essential to the post)</b>	<b>METHOD OF ASSESSMENT</b> <b>(Application Form/ Interview/Test)</b>
Works flexibly and is receptive to new ideas and different ways of working.	Interview
Demonstrates integrity, honesty and trustworthiness as set out in the Council's Code of Conduct.	Interview
Evaluates and manages operational risk.	Interview
Brings commerciality into everyday thinking.	Interview
Organised in terms of prioritising and completing work.	Interview
Takes responsibility for own personal development.	Interview

<b>QUALIFICATIONS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b> <b>(Application/Interview/Test)</b>
Able to demonstrate appropriate levels of workplace literacy and numeracy to NQF Level 2 or equivalent.	<b>ESSENTIAL</b>	Application Form/Interview
Successfully completed a first degree in a planning related subject e.g. geography/economics/social science.	<b>DESIRABLE</b>	Application Form/Interview
Training in planning or other law enforcement	<b>DESIRABLE</b>	Application Form/Interview

<b>SKILLS/KNOWLEDGE/ABILITIES</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
Ability to work effectively as a member of a team.	<b>ESSENTIAL</b>	Application Form/Interview
Ability to make decisions and take appropriate action using initiative and good judgement.	<b>ESSENTIAL</b>	Application Form/Interview
Ability to communicate effectively, both verbally and in writing.	<b>ESSENTIAL</b>	Application Form/Interview
Good organisational ability, particularly in relation to workload, keeping of records and collection of evidence.	<b>ESSENTIAL</b>	Application Form/Interview
Effective interview and investigations skills.	<b>ESSENTIAL</b>	Application Form/Interview
Ability to act with tact and diplomacy, but with thoroughness, firmness and determination in sensitive and difficult	<b>ESSENTIAL</b>	Application Form/Interview

situations.		
Knowledge of planning legislation and procedures.	<b>DESIRABLE</b>	Application Form/Interview
Knowledge of building/construction.	<b>DESIRABLE</b>	Application Form/Interview
Computer literate.	<b>DESIRABLE</b>	Application Form/Interview

<b>EXPERIENCE</b>	<b>ESSENTIAL / DESIRABLE</b>	<b>METHOD OF ASSESSMENT (Application/Interview/Test)</b>
Experience of dealing directly with the public, by telephone, letter and in person.	<b>ESSENTIAL</b>	Application Form/Interview
Experience of working in local government planning enforcement.	<b>DESIRABLE</b>	Application Form/Interview
Experience in dealing with challenging situations, demonstrating good customer care and communications.	<b>ESSENTIAL</b>	Application Form/Interview
Experience of planning or other enforcement.	<b>DESIRABLE</b>	Application Form/Interview

<b>ADDITIONAL REQUIREMENTS</b>	<b>ESSENTIAL /DESIRABLE</b>	<b>METHOD OF ASSESSMENT(Application Form/ Interview/Test)</b>
Regular and Reliable Service (the Council does not wish to employ individuals who have a poor history of attendance at work where there is no underlying medical reason for the absence)	<b>ESSENTIAL</b>	References
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues.	<b>ESSENTIAL</b>	Application Form/Interview
Full driving licence.	<b>ESSENTIAL</b>	Application Form/Interview
Own car or other acceptable means of mobility throughout the Borough	<b>ESSENTIAL</b>	Application Form/Interview
Flexibility to work occasionally out of normal working hours	<b>ESSENTIAL</b>	Application Form/Interview

PREPARED BY: DAVID THOW	DATE: APRIL 2018
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The Equality Act 2010 - Where appropriate, the duties may be reviewed where an applicant has a disability within the definition of the Act, or an existing employee becomes unable to carry out the full range of duties due to a disability