

## PERSON SPECIFICATION

<b>Job Title</b>	Senior Compliance and Enforcement Officer		
<b>Directorate</b>	Borough Services	<b>Location</b>	Deanes
<b>Completed By</b>	Gregg Chapman	<b>Date</b>	June 2018

<b>Criteria</b> <i>(insert/delete rows as required)</i>	<b>Indicate by ✓</b>		<b>Measured By</b>
	<b>Essential</b>	<b>Desirable</b>	
<b>Qualifications and Experience</b> Academic, technical and professional			
<ul style="list-style-type: none"> <li>Secondary Education equivalent to five or more GCSE passes at Grade A, B, or C or a technical qualification in a related field</li> </ul>	✓		Certificate
<ul style="list-style-type: none"> <li>Education to a degree level or equivalent</li> </ul>		✓	Certificate
<ul style="list-style-type: none"> <li>Planning or planning enforcement qualification (or the ability to obtain)/Technical membership of the Royal Town Planning Institute</li> </ul>	✓		Application / Interview
<b>Work Experience &amp; Attainments</b> Previous work experience relevant to the job			
<ul style="list-style-type: none"> <li>Minimum of two years development management experience, or planning enforcement experience. Candidate who do not have two years' experience but can demonstrate the necessary skills may apply and will be considered.</li> </ul>	✓		Application/Interview
<ul style="list-style-type: none"> <li>Managing complex development proposals or enforcement cases</li> </ul>	✓		Application/Interview
<ul style="list-style-type: none"> <li>Appeals experience</li> </ul>		✓	Application/Interview
<ul style="list-style-type: none"> <li>Demonstrable evidence of excellent oral and written communication skills</li> </ul>	✓		Application / Interview
<ul style="list-style-type: none"> <li>Evidence of working within a busy team environment</li> </ul>	✓		Application/Interview
<b>Skills and Competencies</b>			
<ul style="list-style-type: none"> <li>Ability to present a verbal and/or written case to customers, including members, parish councils, etc</li> </ul>	✓		Application/Interview
<ul style="list-style-type: none"> <li>Ability to explain policies and processes to persuade and negotiate solutions with landowners/agents</li> </ul>	✓		Application/Interview

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	Essential	Desirable	
<ul style="list-style-type: none"> <li>Ability to deliver an excellent customer orientated service</li> </ul>	✓		Application/Interview
<ul style="list-style-type: none"> <li>Ability to work to tight deadlines and prioritise work to ensure that cases are dealt with in a timely and customer focused way</li> </ul>	✓		Application/Interview
<ul style="list-style-type: none"> <li>Organisational Skills</li> </ul>	✓		Application / Interview
<b>PC/Computer Literacy</b>			
Job content relating to this			
<ul style="list-style-type: none"> <li>Familiar with PC's</li> </ul>	✓		Application/Interview
<ul style="list-style-type: none"> <li>Ability to use databases for effective caseload management</li> </ul>	✓		Application/Interview
<ul style="list-style-type: none"> <li>Knowledge of specialist planning application packages such as Uniform/Anite</li> </ul>		✓	Application/Interview
<b>Circumstances</b>			
Location, flexibility and mobility; other circumstances specific to the job			
<ul style="list-style-type: none"> <li>Occasional evening meetings; out of hours surveillance</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Drivers License</li> </ul>	✓		
<ul style="list-style-type: none"> <li>To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on equalities, health and safety and safeguarding children and vulnerable adults)'. </li> </ul>	✓		

### Competency levels – all essential

#### Collaborative Working

- Works collaboratively with other business units and partners/stakeholders **(level 2)**

#### Managing and Developing Others

- No experience of managing and developing others or not relevant to the role **(level 1)**

**Customer Focus**

- Takes action to improve service to meet diverse needs of customers **(level 1)**

**Communication**

- Presents information clearly, concisely, objectively and accurately **(level 2)**

**Innovation and Creativity**

- Suggests alternative and different ways to achieve objectives **(level 1)**

**Planning and Organising**

- Delivers work on time and to budget **(level 2)**

**Political Effectiveness**

- Is aware of the needs of all relevant partners/stakeholders and how this impacts on their role **(level 2)**

**Leadership**

- No experience of leading others or not relevant to the role **(level 1)**

**Analytical Thinking and Decision Making**

- Has the confidence to take decisions appropriate to own level of responsibility and authority **(level 2)**

**Personal Effectiveness and Development**

- Displays assertiveness, but within accepted boundaries, being firm but fair, for the benefit of the organisation **(level 2)**

**Dealing with Change**

- Accepts change positively when it occurs **(level 1)**

**Strategic Delivery**

- Demonstrates the organisation's vision and values **(level 1)**