

Job description

Post title: Career Grade Officer

Service area: Community Wealth Building

Grade: S01 – P04

Reports to: Team Manager

Your team: Planning Enforcement Team

Number of supervises: No direct supervisory responsibility (but potential for supervision/training/ mentoring of lower graded staff by agreement at PO1 and above)

Our ambition

We're determined to make Islington more equal. To create a place where everyone, whatever their background, has the opportunity to reach their potential and enjoy a good quality of life.

We also have an ambitious goal – to be the best council in the country – with every employee clear about the part they play and inspired, focused and supported to give their very best.

We want to build an organisation where employees feel valued, inspired and empowered to help us achieve our goals and provide the best services possible to our residents.

Our values and behaviours

'Be Islington' is about setting a clear challenge about what it means to be an Islington employee and sets the standard for every new recruit.

We ask our employees to 'Be Islington' – playing their part in working together for a more equal borough and to always be collaborative, be ambitious, be resourceful, and be empowering ('CARE').

Our commitment to challenging inequality

We are committed to tackling inequality, racism and injustice and creating a more equal borough for all. In order to do this, we need to set the example by being a fair employer and creating a workplace environment which is free from discrimination, racism and inequality. Our approach needs to be proactive, consistently learning to create a more equal workplace and foster a culture which empowers all staff to challenge inequality.

Equality is at the heart of what we do. We want to celebrate and embrace our differences by:

- Ensuring our workforce is representative of the people we work on behalf of, our residents
- Creating equitable working environments and diverse teams
- Understanding our residents in order to design and deliver services that help tackle inequality and improve life chances for our residents
- Getting to know people and their differences
- Interpreting issues and concerns from a cultural perspective and address situations or problems from the points-of-view of multiple cultures

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 pre-application 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).

LINKED GRADE - FORMULA FOR PLACEMENT AND PROMOTION

CAREER GRADE FOR PLANNING, ENFORCEMENT AND DESIGN & CONSERVATION OFFICERS

SO1-SCP 29	<ul style="list-style-type: none"> • Attendance on a recognised course to qualify as a Planner or Conservation Officer.
SO2-SCP 32	<ul style="list-style-type: none"> • Qualified as a Planner, Conservation Officer or Architect.
PO1-SCP 34	<ul style="list-style-type: none"> • After one year's post qualification experience. • Represent the Council at Public Inquiries.
PO2-SCP 36	<ul style="list-style-type: none"> • After two year's post qualification experience and eligibility for membership of an appropriate professional body. • Regular attendance at Planning Committees. • Represent the Council at Public Inquiries.

PO3-SCP38	<ul style="list-style-type: none"> • After two years post qualification experience and eligibility for membership of an appropriate professional body. • Regular attendance at Planning Committees presenting a wide range of applications. • Represent the Council at Public Inquiries. • Process some major applications together with applications of the most complex/sensitive nature.
PO4-SCP39	<ul style="list-style-type: none"> • Ability and experience of preparing briefing notes and providing detailed briefs to Members / Senior Management on complex applications/investigations. • Have a detailed and demonstrable knowledge of current planning legislation and working practices. • Ability and experience of leading on and delivering process, service and/or information system improvement projects and/or the development of policy, procedure and/or practice notes.

Budget responsibilities

No direct budget responsibility

Work style

Flexible

Person specification

You should demonstrate on your application form how you meet the essential criteria. Please ensure that you address each of the criteria as this will be assessed to determine your suitability for the post.

Essential criteria

Qualifications

Essential criteria	Criteria description	Assessed by
1	To hold a degree level qualification in an appropriate discipline and be able to complete a professional qualification related to the post held.	Application/Interview

Experience and Skills

Essential criteria	Criteria description	Assessed by
2	To possess good communication skills and have the ability to explain technical matters to service users.	Application/Interview/Test
3	Knowledge and experience of current legislation and working practices relating to the post applied for.	Application/Interview
4	Ability to write and present complex correspondence and reports on planning applications and/or enforcement investigations.	Application/Interview
5	Ability to negotiate with applicants/transgressors and their agents and other interested parties on submissions/investigations under the planning acts.	Application/Interview
6	Ability to prepare evidence for and initiate legal proceedings under planning legislation, and to give evidence at Hearings, Inquiries and/or Court Hearings.	Application/Interview
7	Knowledge of planning enforcement procedures.	Application/Interview
8	Ability to assess, evaluate and lead on preapplication negotiations.	Application/Interview
9	Ability to carry out functions related to the processing of applications, including the validation of applications.	Application/Interview
10	Ability to manage own workload with minimum supervision.	Application/Interview
11	Knowledge of performance management techniques to achieve specified performance targets identified for the service.	Application/Interview

12	Ability to demonstrate an understanding of high quality customer focused service delivery.	Application/ Interview
13	Ability to occasionally work outside of normal working hours.	Application/ Interview
14	Ability to use IT resources to support the functions of the post (input/extract data/word processing/spreadsheets).	Application/Interview/Test

Special requirements of the post

Essential criteria	Criteria description	Assessed by
15	Ability to adhere to the Council's Dignity for All policy.	Application/Interview
16	Completion of a recognised planning qualification. Linked Grade S02.	Application/Interview
17	One year's post qualification experience. Linked Grade P01.	Application/Interview
18	Ability to supervise, train and mentor lower graded staff. Linked Grade P01.	Application/Interview
19	Two year's post qualification experience and eligibility for membership of an appropriate professional body. Linked Grade P02.	Application/Interview
20	Ability to regularly present at the Planning Committees. Linked Grade P02.	Application/Interview
21	Two years post qualification experience eligibility for membership of an appropriate professional body and substantial further experience relevant to the post. Linked Grade P03.	Application/Interview
22	Ability and experience of successfully handling complex casework such as major/complex planning and listed buildings applications or enforcement cases. Linked Grade P03.	Application/Interview
23	Ability and experience of preparing briefing notes and providing detailed briefs to Members / Senior Management on complex applications/investigations. Linked Grade P04.	Application/Interview
24	Detailed knowledge of current planning legislation and working practices. Linked Grade P04.	Application/Interview
25	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.	Application/Interview

Our accreditations

Our accreditations include: the Healthy Workplace award, Timewise, London Living Wage Employer, Disability Confident Committed, The Mayor's Good Work Standard, Stonewall Diversity Champion, and Time to Change.

