



ADUR & WORTHING
COUNCILS

Job Advert

Post title	Senior Planning Enforcement Officer
Post No	44078
Salary	Starting from £47,181 to £51,356 per annum
Grade	8
Hours	37
Place of work	Worthing Town Hall/Hybrid
Closing date	11 January
Interviews	w/c 26 January (provisional)

We are looking for an experienced Senior Enforcement Officer to join our team. While mainly operating joint services, Adur & Worthing remain as separate planning authorities and therefore offer a unique opportunity to work across both Councils with their own respective Local Plans, Development Management policies and Planning Committees. The work is therefore diverse and rewarding and requires an agile way of working to ensure the priorities of both Councils are met.

Duties of the post:

As a Senior Planning Enforcement Officer you will take the lead in enforcing all relevant legislation across Adur District Council and Worthing Borough Council.

The duties of the post will include:

- To perform the lead role for the Council on planning, listed building advertisement and tree related enforcement complaints many of which may be of a complex or controversial nature including the drafting, reviewing, preparation and the service of delegated and committee reports and statutory notices where necessary.
- Investigate all planning enforcement complaints in line with relevant legislation including the interpretation of information and plans to consider each enquiry and identifying the most appropriate course of action

- Prepare relevant documentation in consultation with the Legal Services team to ensure the appropriate action is taken where necessary
- Supervision and mentoring of the Planning Enforcement Officer with regard to the above processes. Provide support, mentoring and supervision including reviewing each case, maintaining accurate case logs and making decisions in accordance with the Council's Enforcement Plan.
- Liaison with the Development Management Manger, Head of Planning & Development and other other officers within the Regenerative Development section
- To maintain a high level of customer service with internal and external bodies and to create and maintain effective working relationships
- To consider continued service improvement, with a digital by default approach

Further details are contained within the Job Description and Person Specification.

To apply for the post, please visit the Council's website via the following link:

<https://adurandworthing.tribepad-gro.com/members/modules/job/detail.php?record=60>

Staff are our most important asset and we therefore have a benefit package which reflects our continuing commitment to our employees. This includes:

- Generous leave entitlement; a minimum of 25 days + Bank Holiday entitlement
- Local Government Pension
- Training & development
- Occupational Health
- Employee Assistance Programme (EAP)
- Flexible working options

We are committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. Staff work in a supportive and safe environment, recognising their responsibility to value and respect each other's contributions. Standards of conduct must be of the highest level to ensure that no-one is harassed, bullied or victimised. We offer a range of family friendly, inclusive employment policies, staff engagement forums and are keen to hear from applicants from a variety of different backgrounds.