

Role	Planning Enforcement Officer
Location	Salford (North West)
Salary	Negotiable
Contract Type	Permanent
Annual Leave	Min. 23 days
Travel	Expectation to travel as required
Hours	37.5 hours per week, however there is a requirement to work flexibly to achieve the service requirements of the business

A career opportunity for somebody looking to play a key role in the delivery of an effective and efficient planning enforcement service for local authority clients in a successful, rapidly growing consultancy.

1. About the role

As our Planning Enforcement Officer, you will be part of an ambitious, successful team providing our clients, with high quality, timely and output based planning enforcement services. You will be accountable for:

- Undertaking a variety of planning enforcement investigations.
- Preparing accurate, concise, balanced and robust written reports and recommendations.
- Ensuring that all investigations are delivered on time having regard to local enforcement plans, frameworks and performance indicators.
- Contributing towards enforcement appeals in written representations cases.
- Conducting investigations and interviews under the provisions of the Police and Criminal Evidence Act and the Proceeds of Crime Act.
- Contributing to ideas for service improvements to achieve cost efficiency and effectiveness whilst project managing your work to ensure client KPI's are met/exceeded in terms of timeliness and quality of output, adding value wherever possible.
- Contributing to the delivery and improvement of business management systems, procedures and processes.
- Working with your peers to distribute knowledge and ensure contemporary planning issues and legislation are cascaded and understood.
- Supporting the growth of the team by making a positive contribution to business development, securing repeat work and applying a commercial lens to all work undertaken and behaviours.

2. About Us

For more than 30 years Capita has been working across the public and private sectors, solving the complex challenges of our clients, increasing productivity, enhancing their use of technology and data, improving customer and public services and adding value to the UK and local economies.

Capita is committed to the local government sector and is the market leader in the delivery of Planning Resilience Services to Local Authority clients. We have worked with over 100 Local Authority clients nationwide, and have an outstanding track record of providing Development Management, Planning Policy, Minerals and Waste and Consultancy services to our clients. We are investing in our growing capability in data analytics, robotics and automation to further develop our Plan Tech offer and to deliver digital innovation to the market.

Our team comprises 210 planning professionals located across four office locations which present an unrivalled opportunity to be involved in a wide range of projects, providing scope for career advancement and a varied CV without the need to change employment. We believe our people are our strongest assets and we are committed to ensuring that we have policies and practices in place to recruit and retain the highest quality people.

3. What you will do

- Be concise and possess the ability to communicate at all levels, be well organised and efficient, have a positive attitude, be proactive and solve problems to produce well balanced outcomes.
- Provide consistently high professional advice on planning enforcement matters to clients, members of the public, councillors and others as necessary.
- Ensure that the speed and quality of decision making in relation to all enforcement investigations does not result in unnecessary appeals or complaints about service.
- Negotiate (where appropriate) with owners, occupiers and agents in order to obtain high quality outcomes within given time constraints set out in our contractual arrangements with our core client and a range of external clients. Apply the full range of powers to secure timely outcomes.
- Provide concise, accurate, justified and timely reports and recommendations on cases applying current legislation and policy changes as appropriate.
- Be involved in service improvements and our business operations to ensure resilience competitive edge, efficiency and effectiveness going forward.
- Support your peers to ensure project and team targets are met and knowledge and expertise is shared whilst assisting to secure new and repeat work in the way you deliver projects.
- Be willing to travel to meet our client requirements. Driving license required.
- Be agile, dynamic and have the capability to work in ever changing environments.

The above list is not meant to be an exhaustive range of tasks and responsibilities and is subject to the changing requirements of the business.

4. Your experience will include:

- High level of ability to prioritise and manage a workload whilst working flexibly to meet both the commercial and contractual needs of the business.
- Demonstrable experience of working as an Enforcement Officer in the public/private sector.

- A demonstrable level of knowledge and understanding and application of current and emerging planning legislation.
- Being ambitious to enhance the reputation of the Planning Enforcement service for innovation, quality and timeliness of delivery.

5. What's in it for you?

This is an exciting time in our development as we build on our established position as a leading provider of statutory planning services in the UK. Join us now and help shape our offer while continuing to deliver a first rate planning service to our existing clients. We will motivate you to perform at your peak, recognising your achievements and rewarding them appropriately. As well as a generous basic salary we also offer you a minimum 23 day's holiday, discretionary annual bonus, company pension scheme and access to voluntary benefit options including; child care vouchers, share save scheme, life assurance, holiday buy and many more designed to suit your own personal lifestyle.

Our business is an established and respected player in the Local Public Services markets, capable of challenging the 'status quo' and delivering outstanding client facing results.

There are strong career opportunities across the Capita group nationwide and overseas, with a strategy of secondment and resource sharing to enable maximum opportunity for individuals.

Our culture is one of promotion according to talent and impact, not time served in the business. Ambition is expected and rewarded. We invest heavily in our people, recognising that our staff are our most valuable asset. Individual training plans and accelerated schemes foster an environment of continual personal development.