

JD 23

07/01/97

States of Jersey Planning and Environment Committee

Planning and Building Services

Job Description Enforcement Officer

REPORTS TO: Assistant Director of Planning

1. JOB PURPOSE:

To investigate and report alleged non-compliance with the requirements of current legislation and other associated Laws and Regulations, and to take the necessary action/and or recommend and support action to ensure compliance, including, where necessary, the preparation of papers for relevant judicial authorities, i.e. parishes for Police Court Prosecutions and, Crown Officers for Royal Court Prosecutions.

2. PRINCIPAL ACCOUNTABILITIES:

1. To receive complaints, allegations or instructions as may be from: the general public; architects; lawyers; officers of the department and other States departments; parochial bodies; other organisations; the Assistant Director of Planning; the Director of Planning; the Chief Executive Officer and the Committee.
2. To identify, research and report upon alleged breaches of the Laws and Regulations administered by the Planning and Environment Committee.
3. To interview transgressors of those laws and to caution them as appropriate, and decide whether a technical breach of regulations can be resolved without recourse to legal action.
4. To report to the Planning and Environment Committee and advise on formal action to be taken (which can be the serving of a formal Notice on individuals to rectify unauthorised uses or works).
5. To serve Notice under the relevant Article of the Law and, if it is not complied with, to execute the penalties prescribed within the terms of the Notice (which can mean entering onto land with contractors and carrying out the work required to be done, to the satisfaction of the Committee, the expenses incurred in so doing being recoverable as civil debt).
6. When a civil debt has been incurred, to communicate with the Crown Officers to investigate the recovery of the debt in the Petty Debts Court or Royal Court depending on the amount owed.
7. To decide which cases can be dealt with by postholder (e.g. through submission of a retrospective application) and which need to be submitted to the Attorney General or Parish authorities for consideration to prosecuting the offender in the Courts.
8. To recommend prosecution, to prepare a case file and forward the papers as appropriate, to the Attorney General or the Parish Police Authorities and to give evidence in Courts.

9. Assess and allocate unit workload, providing support to assistant enforcement officer through joint prioritising and planning to meet deadlines.
10. To communicate and work with other States Departments, carrying out investigations as directed to support law enforcement. It is not uncommon for the postholder to accompany Officers of other States Departments when checking out properties, often outside normal working hours, sometimes with Police present.

3. DIMENSIONS:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
1995 Completed Jobs	29	39	59	17	48	21	26	24	26	46	35	23
1996 Completed Jobs	29	26	28	43	36	33	57	41	39	30	33	38

4. KNOWLEDGE AND SKILLS REQUIRED

- a) A good standard of education (at least to 'A' level).
- b) A detailed knowledge of the following laws and their methods of implementation;
 - i. The Island Planning (Jersey) Law, 1964., associated regulations and Orders;
 - ii. Public Health (Control of Buildings) (Jersey) law, 1956., associated Bylaws and Regulations;
 - iii. Regulation of Undertakings and Development Law;
 - iv. Judges' Rules, Police & Criminal Evidence procedure and its Jersey equivalent to Loi (1996) Reglant la Procedure Criminelle.
 - v. Road Traffic (Jersey) law, 1956., associated Orders and Regulation;
 - vi. Other relevant legislation. (If without working knowledge of a particular Law one must have the ability to research and understand what are sometimes complex issues).
- c) The ability to relate plans or maps to the ground and the ground to plans or maps.
- d) The ability to assess and decide whether a technical breach of regulations can be resolved without recourse to legal action.
- e) The ability to deal with people tactfully and firmly, very often in hostile circumstances, and particularly in difficult situations which may affect their private lives, homes and livelihood.
- f) To be able to communicate with people from all walks of life.
- g) To formally question people under caution.
- h) To be able to assess whether an infraction of the Law has been blatant or perpetrated through ignorance.
- i) To be able to prepare reports for the Planning and Environment Committee, the Crown Officers and other relevant authorities.
- j) To be able to use a word processor.

5. ANY OTHER INFORMATION

The Planning and Environment Committee has a duty to ensure that the Laws it administers are upheld; contravention of the law may result from either ignorance or deliberate intention. Whatever the reason, if such action went unchecked, the accumulative adverse impact on the environment would be significant.

It is, therefore, important that alleged infractions of the Planning law are investigated and have been seen to be carried out in a firm and fair manner. Strict guidelines stipulated by the Courts on how to carry out investigations have to be adhered to.

On receiving a complaint or instruction, research is carried out to gather as much information as possible from within the department. If it is not sufficient, contact has to be made with other departments or Parochial authorities, i.e. Public health; Housing; Agriculture & Fisheries; Finance and Economics; Driver and Vehicle Standards Department; Tourism and records held in the Royal Court buildings.

Investigation then takes place by inspecting the development or nature of the complaint, interviewing the owner/occupier, developer and neighbours as necessary. Sometimes the interviews are carried out under formal caution when the enforcement officer is of the opinion that the Law has been seriously contravened.

Once all this information has been collated a decision is made on what action to take; sometimes the opinion of the Director is sought. In cases of blatant violation of the Law, papers are sent direct to the Crown Officers or Parochial Authorities and then the Committee is informed. In other cases a report is prepared for the Committee with recommendations. If the decision is not complied with by the time given, the Enforcement Officer will execute the penalties as prescribed by the Law.

When Appeals have been lodged with the Royal Court against formal notices being served, the department has to file a Committee Statement. This was formerly carried out by the Senior Planner for the area in question, however the Enforcement Officer now does the research for most Committee Statements of this type.

Because of the high volume of work brought to the Enforcement Officer's attention, an assessment of priorities has to be made by the Officer. This causes delays in investigating some cases, which itself can cause some people to complain.

Since Planning and Environment have taken on the responsibility for States owned land or properties i.e. Property Service, a lot of extra duties have been incurred, including:

- Checking of premises for security;
- Control of vehicle parking;
- Securing certain areas and properties;
- Impounding of vehicles and tracing the owners;
- Disposing of unclaimed vehicles;
- Clearance of land or property; and
- Eviction of unauthorised occupiers from property or land.

The postholder also has to deal with vehicles adapted to human habitation (caravans, Motor Caravans and some types of Trailer Tents).

JOB DESCRIPTION

DEPARTMENT: Planning and Building Services
JOB TITLE: Planner - Development Control
REPORTS TO: Principal Planner - Development Control
JOB NO: ~~23.001A 002~~
23.011 *APB.*

1. JOB PURPOSE

To provide advice, determine and/or advise the Planning and Environment Committee on the determination of applications for permission to develop land in accordance with legal, Departmental and Committee standards and policy.

2. PRINCIPAL ACCOUNTABILITIES

- 2.1 Scrutinise, evaluate and directly determine applications, as allocated by the Principal Planner, for permission to develop land within acceptable limits of time, in relation to their acceptability for approval ensuring adherence to legislative requirements, Committee policy and the application of best practice standards.
- 2.2 Work with the Building Control Section, negotiating to achieve best outcomes where conflicting requirements apply, ensuring efficient and qualitative processing of applications.
- 2.3 Approve applications under the delegated authority of the Director of Planning & Building Services and make recommendations as necessary to the Assistant Director - Development Control, the Director and the Planning and Environment Committee, to assist them in reaching informed decisions.
- 2.4 Consult with individual applicants, architects and their agents regarding their applications, advising and assisting them in the presentation of their submissions, consistent with Committee Policies and best practice standards.

- 2.5 Conduct site visits as part of an application's scrutiny and evaluation, monitoring subsequent activities and development progress to ensure compliance with Committee and Departmental planning decisions, disciplines and local planning legislation. In the event of infractions, consult with applicant or appropriate agent to agree action and/or initiating formal proceedings to enforce compliance as necessary.
- 2.6 Attend Committee meetings and site visits, to explain planning proposals and/or account for planning decisions made under delegated authority. Advise Committee Members by the production and presentation of oral and/or written reports on the acceptability or otherwise of applications submitted to them.
- 2.7 Prepare concise and accurate statements for submission to Planning Review Boards as required in support of Committee decisions in relation to allocated applications.
- 2.8 Advise, make presentations, consult and act as Department representative with members of the public, other States Departments and other external organisations on all aspects of work undertaken by the section, attending exhibitions and other events as required to present and discuss proposed plans, to understand the needs of the client and/or the community, to ensure clarity of planned objectives and to increase public and customer awareness and satisfaction.
- 2.9 Keep abreast of technical, general and best practice developments within the planning profession ensuring personal continuous development, making presentations to staff as required to enhance the learning opportunities within the Department.
- 2.10 Contribute to and assist in the preparation of development plans and projects, providing knowledge and experience to assist management in decision making processes.
- 2.11 Contribute to the development and continual review of departmental planning policies, guidelines, regulations and the Sections policies and procedures. Implement Section, Department and States agreed policies and procedures, working closely with section managers to assure quality and standards are maintained and developed in all aspects of work undertaken by the section.
- 2.12 Contribute to the development, implement and maintain effective information systems to assist in the administration of services provided and ensure the accurate computerised and manual recording of data and documents in accordance with required procedure. Research, collate and report information relating to areas of responsibility as required by management and other parties

3. DIMENSIONS

Financial

2002 figures

Department Budget	£ 3.3 million
Section Budget	£ 790,600
Estimated income	£ 770,000

Relevant Statistics

Value of development dealt with (approx) £90million per annum per team

Applications considered up to 2000 per annum per team

Appeals dealt with (average) 35 per annum per team

Review Boards and Royal Court cases (average) 4 per annum per team

4. KNOWLEDGE AND SKILL

The post holder should be a fully qualified planner with at least a Diploma or MSc in a planning discipline. He/she should also be a fully Chartered member of the Royal Town Planning Institute or at least be part way towards meeting the requirements for entry to the Institute.

Knowledge of Planning legislation, supplementary guidance and Committee policy is required together with a practical understanding of general best practice planning principles. A thorough awareness of the economic forces that operate in the building industry is essential, as is an appreciation of historic building and sustainability philosophy and the theoretical and practical approaches to conservation.

A high level of written communication and interpersonal skills is required as the postholder will be required to work with the public and other professionals, negotiating and resolving issues and concerns. The ability to prepare and present reports and documentation for management and Planning Review Boards together with experience in the formulation and presentation of concise and balanced arguments are essential to this role. The ability to express ideas in two and three-dimensional form is also required.

Excellent problem solving skills are essential to this role together with the ability to effectively analyse information in order to make decisions or recommend actions to senior management. The postholder should have the ability to manage a diverse and heavy workload, operating effectively even when under stress.

The postholder must have knowledge and experience in the use of general IT plus a 'clean' driving licence.

5. JOB CONTEXT

This is a generic post outlining the role of Planning Officer working within the development control section reporting to the post of Principal Planner.

Planning Officers as with all planners within the department have delegated authority to approve planning applications and apply conditions as they see fit. The level at which a planner is given authority to make decisions is determined by their experience and competence and a Planning Officer is likely to be allocated mainly applications of a more straight forward nature. They will at times be allocated more complex applications to develop their skills and recognise their level of competence. The Officer is required to make decisions without referral to a senior officer and is directly responsible for the compilation, authorisation and dispatch of decision notices to applicants. Planning Officers are however expected to seek advice and guidance from Senior Planners if concerned as decisions can, and often do have legal and sometimes political consequences.

Applications at this level whilst generally not technically complex can be extremely emotive as they are generally personal to applicants and therefore it is important that the postholder is able to deal with difficult situations in a sympathetic and tactful manner. Examples of situations often dealt with by Officers include: turning down applications and dealing with a distressed or angry applicant; attending site visits when neighbours are in dispute of proposed plans and mediating or negotiating between the two disputing parties.

The ability of the postholder to negotiate, influence and work directly with applicants is essential as applications which would otherwise result in development contrary to Committee policy can often be approved following basic amendments and compromises by the applicant. In order to achieve satisfactory outcomes the postholder must have a realistic commercial and economic understanding of the building industry together with a knowledge of legislation, best practice, environmental and historic planning policy, regulations and Committee objectives.

6. ORGANISATION CHART

See attached chart

7. VERIFICATION

I confirm that the contents of the job description are a true reflection of the Job as at today's date.

Signed _____ Date 28/2/03.
Postholder

Signed _____ Date 28/02/03
Immediate Supervisor

Signed _____ Date 28/02/03
Chief Officer

JOB DESCRIPTION

DEPARTMENT: Planning and Building Services

JOB TITLE: Assistant Senior Planner – Development Control

REPORTS TO: Principal Planner – Development Control

JOB NO: 23.026

1. JOB PURPOSE

To provide advice, determine and/or advise the Planning and Environment Committee on the determination of applications for permission to develop land in accordance with legal, Departmental and Committee standards and policy.

2. PRINCIPAL ACCOUNTABILITIES

- 2.1 Scrutinise, evaluate and directly determine applications for permission to develop land, allocated by the Principal Planner, within acceptable limits of time, in relation to their acceptability for approval ensuring adherence to legislative requirements, Committee policy and the application of best practice standards.
- 2.2 Work with the Building Control Section, negotiating to achieve best outcomes where conflicting requirements apply, ensuring efficient and qualitative processing of applications.
- 2.3 Approve applications under the delegated authority of the Director of Planning & Building Services and make recommendations as necessary to the Assistant Director – Development Control, the Director and the Planning and Environment Committee, to assist them in reaching informed decisions.
- 2.4 Consult with individual applicants, architects and their agents regarding their applications, advising and assisting them in the presentation of their submissions, consistent with Committee Policies and best practice standards.
- 2.5 Conduct site visits as part of an application's scrutiny and evaluation, monitoring subsequent activities and development progress to ensure

- 2.14 Deputise for the Senior Planner, assuming his/her caseload allocation, in periods of absence, with guidance from management, to ensure the continuity of service.

3. DIMENSIONS

Financial

2007 figures

Department Budget	£ 5.7 million
Section Budget	£ 361,500
Estimated income	£ 726,000

Relevant Statistics

Value of development dealt with (approx) £150 million per annum per team
Applications considered up to 1,750 per annum per team
Appeals dealt with (average) 50 per annum per team
Review Boards and Royal Court cases (average) 4 per annum per team

4. KNOWLEDGE AND SKILL

The postholder should be a fully qualified planner with at least Diploma or MSc in a planning discipline. He/she should also be a fully Chartered member of the Royal Town Planning Institute and possess a minimum of three years post-qualification experience.

A comprehensive knowledge of Planning legislation, supplementary guidance and Committee policy is required together with a practical understanding of general best practice planning principles. A thorough awareness of the economic forces that operate in the building industry is essential, as is an appreciation of historic building and sustainability philosophy and the theoretical and practical approaches to conservation.

A high level of written communication and interpersonal skills is required as the postholder will be required to work with the public and other professionals, negotiating and resolving often emotive planning application conflicts, issues and concerns. The ability to prepare and present complex reports and documentation for management and planning review boards together with proven experience in the formulation and presentation of concise and balanced arguments are essential to this role. The ability to express ideas in two and three-dimensional form is also required.

The post holder must also possess a level of political awareness to effectively deal with queries and concerns from the public and politicians regarding proposed or approved planning applications.

Excellent problem solving skills are essential to this role together with the ability to effectively analyse information in order to make decisions or recommend

6. ORGANISATION CHART

See attached chart

7. VERIFICATION

I confirm that the contents of the job description are a true reflection of the Job as at today's date.

Signed _____ Vacant _____ Date _____
Postholder

Signed _____ Date _____
Immediate Supervisor

Signed _____ Date _____
Chief Officer

JOB DESCRIPTION

DEPARTMENT: Planning and Building Services
JOB TITLE: Senior Planner - Development Control
REPORTS TO: Principal Planner - Development Control
JOB NO: 23.008 (28/02/03)

1. JOB PURPOSE

To provide advice, determine and/or advise the Planning and Environment Committee on the determination of applications for permission to develop land in accordance with legal, Departmental and Committee standards and policy.

To supervise the work of and act as mentor to Planning Officers providing advice and guidance to ensure compliance to legal standards and Departmental and Committee policy and procedure.

2. PRINCIPAL ACCOUNTABILITIES

- 2.1 Scrutinise, evaluate and directly determine applications for permission to develop land, within acceptable time limits, in relation to their acceptability for approval ensuring adherence to legislative requirements, Committee policy and the application of best practice standards.
- 2.2 Work with the Building Control Section, negotiating to achieve best outcomes where conflicting requirements apply, ensuring efficient and qualitative processing of applications.
- 2.3 Approve applications under the delegated authority of the Director of Planning & Building Services and make recommendations as necessary to the Assistant Director - Development Control, the Director and the Planning and Environment Committee, to assist them in reaching informed decisions.
- 2.4 Consult with individual applicants, architects and their agents regarding their applications, advising and assisting them in the presentation of their submissions, consistent with Committee Policies and best practice standards.

- 2.5 Conduct site visits as part of an application's scrutiny and evaluation, monitoring subsequent activities and development progress to ensure compliance with Committee and Departmental planning decisions, disciplines and local planning legislation. In the event of infractions, consult with applicant or appropriate agent to agree action and/or enforce compliance, implementing formal proceedings as necessary.
- 2.6 Provide technical advice and guidance to Planning Officers as required to assist them in carrying out their role, acting as mentor to less experienced team members providing them with support and assistance in achieving their individual development objectives.
- 2.7 Attend Committee meetings and site visits, to explain planning proposals and/or account for planning decisions made under delegated authority. Advise Committee Members by the production and presentation of oral and/or written reports on the acceptability or otherwise of applications submitted to them.
- 2.8 Prepare concise and accurate statements for submission to Planning Review Boards or the Royal Court, attending as required to support Committee decisions ensuring a thorough understanding of the case and a high degree of professionalism.
- 2.9 Contribute to and assist in the preparation of development plans and projects, providing knowledge and experience to assist management in decision making processes.
- 2.10 Contribute to the development and continual review of departmental planning policies, guidelines, regulations and the Sections policies and procedures. Implement Section, Department and States agreed policies and procedures, working closely with section managers to assure quality and standards are maintained and developed in all aspects of work undertaken by the section.
- 2.11 Advise, make presentations, consult and act as Department representative with members of the public, other States Departments and other external organisations on all aspects of work undertaken by the section. Attend public meetings or exhibitions as required to present and discuss proposed plans, to understand the needs of the client and/or the community, to ensure clarity of planned objectives and to increase public and customer awareness and satisfaction.
- 2.12 Keep abreast of technical, general and best practice developments within the planning profession ensuring personal continuous development, making presentations to staff as required to enhance the learning opportunities within the Department.
- 2.13 Contribute to the development, implement and maintain effective information systems to assist in the administration of services provided and ensure the accurate computerised and manual recording of data and

documents in accordance with required procedure. Research, collate and report information relating to areas of responsibility as required by management and other parties

- 2.14 Deputise for the Principal Planner, managing the relevant area team and his/her caseload allocation in periods of absence from the workplace to ensure the continuity of service and provide technical support and advice to team members.

3. DIMENSIONS

Financial

2002 figures

Department Budget	£ 3.3 million
Section Budget	£ 790,600
Estimated income	£ 770,000

Staffing

Maximum of three professional staff when covering for Principal Planner

Relevant Statistics

Value of development dealt with (approx) £90million per annum per team

Applications considered up to 2000 per annum per team

Appeals dealt with (average) 35 per annum per team

Review Boards and Royal Court cases (average) 4 per annum per team

4. KNOWLEDGE AND SKILL

The post holder should be a fully qualified planner with at least Diploma or MSc in a planning discipline. He/she should also be a fully Chartered member of the Royal Town Planning Institute and possess a minimum of five years post-qualification experience. An additional qualification in architecture or urban design is also desirable.

An excellent knowledge of Planning legislation, supplementary guidance and Committee policy is required together with a practical understanding of general best planning principles. A thorough awareness of the economic forces which operate in the building industry is essential, as is an appreciation of historic building and sustainability philosophy and the theoretical and practical approaches to conservation.

A high level of written communication and interpersonal skills is required as the postholder will be required to work with the public and other professionals, negotiating, influencing and resolving often emotive planning application conflicts, issues and concerns.

The postholder will be required to present professional recommendations and personally justify them, answering questions in the face of examination. Therefore the ability to prepare complex reports and documentation for management, Committee, review boards and the courts together with proven

experience in the formulation and presentation of concise and balanced arguments are essential to this role. The ability to express ideas in two and three-dimensional form is also required.

The post holder must also possess a level of political awareness to effectively deal with queries and concerns from the public and politicians regarding proposed or approved planning applications and the confidence to deal with these emotive issues in a public forum.

Experience in the management and mentoring of staff is required together with a personal commitment to continuous professional development.

Excellent problem solving skills are key to this role together with the ability to effectively analyse information in order to make complex unsupervised decisions, apply conditions or recommend actions to senior management. The postholder should have the ability to manage a diverse and heavy workload, operating effectively even when under stress.

The postholder must have knowledge and experience in the use of general IT plus a 'clean' driving licence.

5. JOB CONTEXT

This is a generic post outlining the role of Senior Planner working within the Development Control Section reporting to the post of Principal Planner.

The technical ability of a Senior Planner is equal to that of a Principal Planner for whom the Senior Planner will regularly deputise. Due to the nature of the Principal Planners work they are regularly absent from the office and the Senior Planner is expected to take on both their caseload and their line management responsibilities including the motivation and management of a team of professionals and to provide staff with advice regarding all technical aspects of the work.

Senior Planners as with all planners within the department have delegated authority to approve planning applications and apply conditions as they see fit. The level at which a planner is given authority to make decisions is determined by their experience and competence. A Senior Planner is likely to be allocated applications of a complex nature to determine including applications for large housing, commercial or and/ or community development and must have the ability to deal with the most contentious level applications. The postholder will make decisions without referral to senior management or the Committee, that can, and often do have legal and sometimes political consequences.

The scrutinising of applications is not straight forward and requires the postholder to have good judgemental abilities and the ability to balance the aspirations of the developer with the interests of the community. It is therefore imperative that the postholder has both a realistic commercial and economic understanding of the building industry together with a knowledge of legislation, best practice, environmental and historic planning policy, regulations and Committee objectives.

It is imperative that Senior Planners possess a high standard of interpersonal skills as the nature of the applications they are dealing with will require them to negotiate with and influence developers, politicians, other professionals and the public regarding emotive and political planning issues. They are also required to participate in public meetings to explain proposed plans and will often be required to deal with conflict and aggressive situations in a professional and tactful manner, whilst upholding Department and Committee policy. The postholder may also at times be required to represent the Committee in the Royal Court or a Review Board in situations where applicants contest Committee decisions.

6. ORGANISATION CHART

See attached chart

7. VERIFICATION

I confirm that the contents of the job description are a true reflection of the Job as at today's date.

Postholder

Signed

Date

28.2.03

Immediate Supervisor

Signed

Date

28/2/03

Chief officer

Signed

Date

28/2/03

Job Description
Principal Planner - Development Control

REPORTS TO: Assistant Director
Design and Development

1. JOB PURPOSE

This is one of three **interchangeable** posts within the Development Control service. All 3 posts head up an active development control team whose primary function is to assess and determine planning applications. One of the teams, in addition, provides a range of supporting functions to the development control service and the wider department. The Teams are named: DC - Rural; DC - St. Helier; DC Support. The generic job purposes are as follows:

To lead and manage one of three teams of professional development control planners, enforcement officers and other technical staff in:

- a) the assessment, evaluation and determination of planning applications and the planning content of development applications in order that these are dealt with in accordance with the Law, policies and standards of the States, and those of the Planning and Environment Committee, and
- b) to take the necessary enforcement action or bring cases forward for prosecution where breaches in planning policy or the Law have occurred.

2. MAIN ACCOUNTABILITIES
DEVELOPMENT CONTROL FUNCTIONS*Planning Applications:*

1. Advise the public and their agents on the relevant Policies and Standards of the Planning and Environment Committee prior to the submission of applications.
2.
 - a) Scrutinise, evaluate and recommend planning applications and the planning content of development applications in relation to their acceptability for approval, making recommendations as appropriate to the Assistant Director - Design and Development, the Director, and the Planning and Environment Committee.
 - b) Scrutinise, evaluate and determine planning applications and the planning content of development applications where provided for in the Delegation Agreements approved by the Planning and Environment Committee.

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3. Consult with individual applicants and their agents regarding applications, advising them on the formulation and presentation of their submissions, consistent with Committee policies.
4. Conduct site visits as part of an application's scrutiny and evaluation, monitoring subsequent activities and development progress to ensure compliance with the terms of planning and development permits.
5. Attend Committee meetings, provide advice/recommendations relating to applications presented to them for decision.
6. Work closely with the Assistant Director - Design and Development, the Applications Supervisor and the Principal Planner (Support Team) to ensure that the Development Control Team complies with the necessary procedures required for the overall control of application processing.
7. Prepare statements in support of Committee decisions for submission to Boards of Administrative Appeal or the Royal Court.

**3. MAIN ACCOUNTABILITIES
DEVELOPMENT CONTROL SUPPORT FUNCTIONS**

8. In consultation with the Assistant Director and Applications Supervisor, to monitor overall progress of case workload within the Development Control teams and to undertake the casework duties set out in paragraphs 1-5, 7, 11 and 12, above in order to even out peaks and troughs in case workload.
9. Monitor and deal with complaints relating to application casework and provide feedback to improve operational effectiveness.
10. Institute and monitor all enforcement activity under arrangements agreed with the Assistant Director to ensure that standards are complied with and staff resources are used to best effect.
11. Screen all incoming applications before registration to ensure that they contain sufficient information to enable efficient assessment and determination.
12. Monitor all Review Board and Royal Court cases within the Development Control service to ensure that deadlines for submission of responses are met.
13. Manage the property search service to ensure that planning information relating to properties is provided in an effective and timely manner.
14. Ensure the effective maintenance of the Department's technical and reference library.
15. Manage the workload time-sheet system for the Development Control service and provide reports to the Assistant Director as required.
16. Maintain and develop the Practice Manual relating to procedures within the Development Control service.

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17. Develop, with the Assistant Director, a customer care programme to improve the experience of the planning process for all users.

4. MAIN ACCOUNTABILITIES GENERAL

General Matters:

18. Contribute to and assist with the preparation of plans, planning policies, guidelines and regulations as requested by the Assistant Director - Design and Development or Director of Planning and Building Services.
19. Contribute towards the promotion of the work the Department and Committee to the staff of other Departments and members of the public as required and authorised.

Management:

20. To assist the Assistant Director - Design and Development, in conjunction with other Principal Planning Officers and the Applications Supervisor, to develop and implement a programme of improvements in the overall standards of performance within the Development Control service.
21. Manage all application case-work within the team to achieve performance targets set by the Assistant Director, and a high quality in the assessment and processing of applications.
22. Ensure that the work of the team is carried out to a consistently high standard and, in conjunction with other Principal Planning Officers and the Assistant Director - Design and Development, ensure a consistency of:
 - decision making;
 - procedures;
 - action;
 - recommendations;
 - outcomes of Development Control decisions.
23. Responsibility for effective management of staff within the team, including recruitment, professional development and performance appraisals.
24. Co-ordinate the work of the team with Building Control Officers to achieve timely and efficient processing of applications, to achieve integration with planning processes and objectives.

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5. DIMENSIONS

Staff supervised:	3 professional staff + technical officer
Applications considered:	up to 2000 p.a. per team.
Value of development dealt with:	£50m p.a. per team.
% of applications dealt with, within target	80%
Appeals dealt with:	35 p.a. per team (average).
Review Boards and Royal Court cases:	4 p.a. per team (average).

6. KNOWLEDGE AND SKILLS REQUIRED:

The postholder should be a member of the Royal Town Planning Institute and ideally possess a minimum of ten years post-qualification experience. A qualification in architecture or urban design is desirable but not essential.

The postholder will have the ability to communicate effectively both orally and in writing with politicians, the public and other professionals.

The postholder will need to have well developed management competencies and experience and be experienced in developing and managing staff.


The postholder should possess well developed design skills and an appreciation of theories of design; the ability to express ideas by means of drawing is highly desirable.

A broad understanding of historic building philosophy and of the theoretical and practical approaches to conservation is essential.

A thorough appreciation and understanding of the economic and other forces which operate in the development and building industry is essential.

An original disciplined and methodical approach.

High order communication and presentation skills.

Signed: 
Assistant Director - Design and Development
20 September 2000

September 2000

PPDC

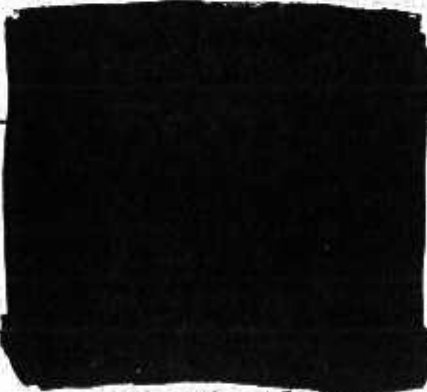
6. **VERIFICATION**

I confirm that the contents of the job description are a true reflection of the Job as at today's date.

Signed _____ Date _____
Postholder

Immediate Supervisor

Signed _____ Date 22/9/00



Chief officer

Signed _____ Date 22 September 2000

July 2007

Job Description

Department Planning & Environment
Job Title Principal Historic Buildings Advisor
Reports to Assistant Director, Policy and Projects
Job no: 23.007

(NB – HBE&A = Historic Built Environment & Archaeology)

1. Purpose of the job

This is a specialist post to provide historic built environment and to ensure the provision of archaeological (HBE&A) advice to and on behalf of the Minister for Planning & Environment.

The postholder will:

- co-ordinate the development of HBE&A policy and the preparation of guidance;
- evaluate and contribute to the development of masterplans;
- provide and facilitate the provision of advice to the Minister and the Department on the HBE&A aspects of individual planning and other applications and represent him at appeals and hearings;
- liaise on HBE&A matters with applicants, their architects and other stakeholders;
- manage the HBE grants scheme and projects related to the HBE&A; and manage the HBE&A team.

2. Scope of work

- 2.1 To undertake a range of HBE&A and related town planning duties in accordance with the work programme and priorities identified in the annual Business Plan.
- 2.2 To take a lead responsibility for areas of specific work and projects, including being responsible for co-ordinating and providing HBE&A advice to architects, developers, applicants and their agents.
- 2.3 To establish and maintain liaison with and good working relationships with other teams and external agencies in pursuance of partnership working to achieve the Department's aims and objectives.
- 2.4 Manage and account for the HBE grant scheme.

3. Main responsibilities

3.1 Provision of specialist advice

- 3.1.1 To be responsible for the provision of specialist HBE&A advice in relation to all aspects of development and planning to:

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3.3.3 Initiate and take part in events to draw attention to, publicise and educate in relation to HBE&A matters.

3.4 Development Activities

3.4.1 Co-ordinate and advise on HBE&A training and skills development within the Department.

3.4.2 Work with the design profession, agents, developers and the wider community to promote the Minister's approach to the HBE&A and to the quality of development in the Island.

3.5 Working in Partnership

3.5.1 Manage the relationship between HBE&A and Building Control in respect of the often conflicting aims of these two sections.

3.5.2 Work with enforcement officers in relation to unauthorised works to the HBE&A including visiting sites to gather evidence and assisting in enforcement matters including prosecutions.

3.5.3 Work closely with the Assistant Director (DC) and the Principal Planners to ensure that the DC teams apply a consistent approach to the HBE&A that reflects current policies and guidance.

3.5.4 Manage the process for the identification and protection of the Island's HBE&A heritage in accord with the established service level agreement with Jersey Heritage Trust

3.6 Management Responsibilities.

3.6.1 Manage the HB grant scheme including inspection and certification of works for payment.

3.6.2 Manage, provide direction and leadership to the Historic Buildings Officer, the Consultant Planning Archaeologist and such consultants as may from time to time be engaged in relation to HBE&A works, including taking part in the recruitment and selection process;

3.6.3 Any other relevant duties and responsibilities as may arise.

4. Dimensions

Staff managed – 1 Historic Buildings Officer, 1 Consultant Planning Archaeologist, and such consultants as may be engaged from time to time on projects relevant to HBE&A work.

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6. A full driving licence or the ability to travel widely within the Island is essential.

7. Organisation chart

The postholder reports to the Assistant Director, Policy and Projects for day to day managerial purposes. They will also have direct contact with the Minister and Assistant Minister, the Chief Executive Officer, and the Director of Planning as well as other politicians and senior civil servants.

8. Job context

This post exists to enable the Minister for Planning and Environment to fulfil his obligations under law and international convention, and to contribute towards the attainment of the States strategic objectives, and departmental objectives, so far as they relate to the historic built environment and archaeology. The postholder will be responsible for setting States-wide, island-wide policy and procedure in this area. This post will have an effect on the Island's economy and Jersey's international stature but will, most significantly, affect the maintenance and enhancement of the Island's character, identity and appearance so far as it is expressed through its heritage assets.

7. VERIFICATION

I confirm that the contents of the job description are a true reflection of the Job as at today's date.

Signed _____ Date _____
Postholder

Signed _____ Date _____
Chief Officer

Received by e-mail _____

Job Description

Assistant Director - Development

REPORTS TO: Director - Planning and Building Services

1. JOB PURPOSE:

Lead and manage the Development Division in order to ensure the efficient provision of services relating to all aspects of the development control process, including the promotion of high standards of design, and the effective protection of the Islands' built and archaeological heritage.

2. PRINCIPAL ACCOUNTABILITIES:

Development:

1. Apply legislation and policies administered or approved by the Planning and Environment Committee that are designed to control development and the use of land.
2. Advise the Director and the Committee in drafting or amending Laws, Policies, Regulations and published planning guidance affecting development to ensure that legislation, policies and guidance keep pace with social, cultural and political change.
3. Prepare reports for the Committee and assist the Attorney General or Greffier where prosecution and/or enforcement is to be undertaken under planning legislation or when appeals are made to the Royal Court or to Boards of Administrative Appeal.
4. Determine applications for planning and development permission under delegated authority; make recommendations to the Director in relation to requests for the reconsideration of decisions, referring them, as necessary, to the Committee.
5. Take a leading role in the improvement of design standards within the Island by working with architects, surveyors and other professional groups, as well as other agencies with the construction and development industries.
6. Act as an expert resource to the Department, Committee and wider community to ensure high standards in relation to planning and development applications, development proposals, conservation projects and procedures through negotiation, training initiatives and promotional activity.
7. Prepare architectural guidelines, design guidance and development briefs in relation to development issues.

8. Liaise with special advisory groups, including the Association of Jersey Architects, the Société Jersiaise, the National Trust for Jersey and the Jersey Heritage Trust to support and promote the work of the Planning Department.

Management:

9. Contribute to the effective management of the Department as a whole through the mechanism of the Departmental Management Team.
10. Ensure the effective running of the business of the Applications Sub-Committee.
11. Manage the work and resources of the Development Control Section, prepare business plans, targets and objectives, work programmes and schedules relating to Section activity in order to achieve optimum effectiveness and reflect the strategic aims of the Committee and Department.
12. Provide team leadership and support, identifying recruitment and training needs, managing performance and supporting development to build and maintain a dedicated team within the Department.
13. Keep under review, recommend and implement organisational changes in the Section to optimise efficiency, working practices and staff career development to make the best use of the available resources.
14. Co-ordinate activity of the Sections with that of other Sections, Departments and Committees of the States, professional bodies and the public in order to develop and maintain an effective organisation and service.
15. Commission and monitor work from external contractors and consultants, drawing up plans, specification and costings to carry out projects to meet Committee and Business Plan objectives.
16. Deputise for the Director as required and in his absence.

3. DIMENSIONS:

Staff directly managed:	14 plus external consultants as required.
Planning applications determined :	4000 per annum approx.
Legal cases and appeals dealt with:	20 per annum approx.
Directly held budget:	£100,000 approx. Sub D.C. Budget

4. KNOWLEDGE AND SKILLS REQUIRED:

Chartered Town Planner or Chartered Architect with at least 15 years practical experience of planning. A thorough understanding of Laws relating directly to the use and development of land. An ability to communicate clearly orally, in writing and with drawings with professionals in related and other fields with States Members and with members of the public.

Considerable skills and experience in self-management and in managing a team of professionals and external consultants working under constant pressure.

The ability to contribute to the management and development of the Department.

Highly developed design ability and/or experience in assessing and creatively criticising the design of buildings and civic works of all kinds is needed in this post.

Senior level experience of building conservation, urban design and archaeology is essential.

Post graduate qualifications in town planning, architecture, urban design, landscape or building conservation are desirable.

Ability to lead and motivate teams.

High level influencing skills to promote work of the Department.

5. CONTEXT

See attached organisation chart.

The Assistant Director, Development leads one of four Divisions within the Department of Planning and Building Services. Because of its diverse range of functions, all of which impinge directly on the residents of Jersey, and particularly the number of decisions it administers on planning applications, the Development Division is under constant, and often critical public scrutiny. In this context, it is vital that standards of professionalism are high, that care and sensitivity are applied to all interactions with applicants, agents and others who deal with the Department, and that decisions are made with a great degree of consistency. The development control functions of the Division are carried out in parallel with more strategic functions aimed at raising awareness about the importance of the built environment, and seeking to ensure high standards of design and development. The work of this Division thereby contributes directly to the achievement of certain of the strategic aims of the States of Jersey, including those relating to quality of life, and the maintenance of a successful tourist industry.