



PLANNING AND ENFORCEMENT OFFICER

Grade 3 (Spine Point 13-17)
Essential User Car Allowance
Reporting to Chief Executive

Duties, Tasks and Responsibilities

Planning

- To receive and comment directly to all Local Planning Authorities and applicants or agent on all developments regarding surface water disposal. Byelaw or consent activities which may be affected and to implement the Board's policy on SUDs.
- To follow up on developments when granted and carry out the essential follow-up work.
- To prepare a report for Board Meetings to go to Members detailing information on planning applications commented upon.
- To maintain accurate records of all correspondence and actions with regard to planning matters.
- To ensure that the Board's planning databases are maintained and regularly updated.

Byelaws

- To review, assess and grant all applications for consent under the Board's Byelaws, liaising, if necessary, with the Engineering Department.
- For any requests that do not conform to the specific Board's policy, to prepare a report for the Operations Engineer or the Chief Executive to assist in the decision making process.
- To visit the site of Byelaw applications, when necessary, to assess the implications of the proposals on the land drainage system.
- To ensure that there is a programme in place to check all Board maintained watercourses for Byelaw contraventions.
- To maintain accurate records of all correspondence and actions with regard to Byelaws.

Enforcement

- To gather the necessary information to carry out a full investigation where a breach of the Board's byelaws are contravened.
- To prepare the necessary correspondence using the prescribed forms to the landowner regarding the contravention of the Board's Byelaws.

- To prepare a report to put before the Board for the Chief Executive regarding the breach or infringement.
- To maintain and monitor the contravention until resolution and conclusion.
- To maintain accurate records of all correspondence and actions with regard to any contraventions.

General Engineering Tasks

- From time to time you may also be required to assist the engineering team with the day to day supervision of works.
- Preparation of estimates for capital and rechargeable works.
- Preparation of entry notices for forthcoming works.
- Preparation of tender documents for works contracted out.
- Visit site with fellow engineers to resolve land drainage disputes.
- Site visits to check ongoing works on behalf of the Operations Engineer.
- General housekeeping and engineering administration.