



Planning Enforcement Officer

Post number: PLN068

Grade: Scale 6

Date: May 2025

Service area: Strategic Planning and Development Control

Reports to: Enforcement Team Leader

Job profile

Purpose

To investigate and manage complaints of unauthorised works; monitor new developments and planning permissions and organise and deliver the Planning Enforcement Service including related enforcement appeals as directed by the Enforcement Team Leader and/or Strategic Planning and Development Control Manager.

Dimensions

The post holder will report to the Enforcement Team Leader.

Main duties and responsibilities

1. To process, investigate, and resolve planning contraventions and unauthorised uses of land and buildings. To conduct interviews (P.A.C.E. where necessary). To monitor development to ensure compliance with planning permissions, the implementation of conditions, and the obligations of Section 106 Agreements.
2. To advise and report to the Enforcement Team Leader on breaches of planning, setting out issues, possible actions and outcomes, and writing reports and attending Committee as appropriate.
3. Organise and instigate legal enforcement procedures relating to the service of notices, all in accordance with the Council's policies and Planning Law as



directed by the Enforcement Team Leader. To present evidence at appeal hearings, Public Inquiries and in Court proceedings.

4. To liaise with the Building Control Section at appropriate stages in the development process (submission, commencement, construction and completion) to ensure compliance and conformity between plans for development submitted under different Planning and Building Regulations legislation.
5. To assist the Enforcement Team Leader in the preparation of case load progress reports on a monthly basis.
6. To carry out duties of a similar nature as directed by the Enforcement Team Leader and Strategic Planning and Development Control Manager.
7. To keep abreast of all existing and future legislation, recommending and writing amendments to the Council's procedures and policy to reflect these changes with the Enforcement Team Leader.
8. To participate in training and exercises in support of the Council's preparations for responding to civil emergencies in the District.

Special conditions

The post is full time (37 hours) and permanent.

This is a politically restricted post.

May occasionally be required to work outside normal office hours, for which time off in lieu will be given in complete recompense.

Pre-employment checks

None

Business Travel

Essential car user



Person specification

Qualifications

Description	Essential or desirable	Assessed through the application form or through the interview
Formal education including 'A' level or equivalent in English/Maths	Essential	Application
Full Driving Licence with access to a vehicle	Essential	Interview
Construction/Planning qualification or experience	Desirable	Application/ Interview

Experience

Description	Essential or desirable	Assessed through the application form or through the interview
Experience of regulatory processes in local authority, business, industry, or similar	Essential	Interview
Experience of working in a service environment with interaction with the public	Essential	Interview
Experience of managing conflict and defusing confrontational situations	Essential	Interview
Experience of interpreting legislation and putting information into a user-friendly format	Essential	Interview
Experience of a carrying out administrative duties and of keeping accurate records	Essential	Interview



Knowledge, skills and abilities

Description	Essential or desirable	Assessed through the application form or through the interview
Understanding of planning legislation and the role of development control	Essential	Interview
Ability to quickly assess information	Essential	Interview
Ability to deal with a range of people and situations, including confrontation	Essential	Interview
Proven knowledge of Microsoft Office Suite	Essential	Application/ Interview
Mediation, negotiation and persuasion skills in order to be able to convey a message in a way that will influence others	Essential	Interview
Strong communication skills (written and verbal)	Essential	Application/ Interview
Organised and disciplined	Essential	Interview
Ability to work alone and collaboratively with others	Essential	Interview
Ability to work using own initiative and prioritise workload	Essential	Interview
Ability to work under pressure and to deadlines	Essential	Interview
Good interpersonal skills to develop and maintain good working relationships	Essential	Interview
Ability to perform effectively in high conflict situations	Desirable	Interview
Development processes and Town Planning system	Desirable	Interview
Legal proceedings, such as generating witness statements and prosecution files	Desirable	Interview
Conducting interviews (P.A.C.E)	Desirable	Interview
Report writing skills	Desirable	Application/ Interview



Description	Essential or desirable	Assessed through the application form or through the interview
Interpretation of legislation	Desirable	Interview
Public Service/Local Government experience	Desirable	Application
CAPS/Uniform software	Desirable	Interview

Personal Attributes

Description	Essential or desirable	Assessed through the application form or through the interview
Flexible to meet changing service demands	Essential	Interview
Tactful and diplomatic	Essential	Interview
Customer focused with an excellent Customer Service Manner	Essential	Interview
Professional & Self-motivated	Essential	Interview
Conciliatory	Essential	Interview
Prepared to work out of doors in all weather conditions	Essential	Interview
Good listener	Essential	Interview