

Designation:	Planning Enforcement Officer
Grade:	Level 1: Stroud 4 Level 2: Stroud 5
Hours:	37 hours p/week
Location:	Ebley Mill
Job purpose:	To investigate and remedy breaches of planning control
Responsible to:	Principal Planning Enforcement Officer
Responsible for:	Some supervisory responsibility for Planning Compliance Technician

KEY DUTIES

Level 1 (STR4):

- To undertake an in-house development programme leading to a Level 2 (Grade 5) Planning Enforcement Officer
- To identify and investigate breaches of all types of planning control sometimes in difficult conditions
- To collect evidence through inspections on site (including building sites), surveys, informal and assisted formal interviews and in accordance with the council's lone working policy
- To undertake assisted formal interviews in accordance with the PACE Act 1984 as required
- To manage a caseload of enforcement complaints and maintain accurate and up-to-date case records
- To advise members of the public, developers, elected councillors, and other relevant groups, organisations, and individuals on enforcement processes and procedures
- To undertake consultation with the Senior/ Principal Planning Enforcement Officer, Planning Officers and managers to make judgements as to the harm of any breach and the expediency of taking enforcement action in each case
- To draft closure notes in accordance with the Planning Enforcement Operational Protocol for cases not requiring expediency assessments
- To draft and serve enforcement notices, and prepare expediency reports for committee or delegated officers
- To provide written evidence for appeals and court proceedings and to appear as the council's expert witness
- To support the Principal Planning Enforcement Officer in presenting enforcement reports to committee
- To attend court proceedings as appropriate
- Provision of day-to-day peer support to the Planning Compliance Technician
- To undertake other such duties as may be directed by the line manager

Level 2 (STR5) as above, plus:

- To manage a caseload of more complex enforcement complaints and maintain accurate and up-to-date case records,
- To make independent judgements as to the harm of any breach and the expediency of taking enforcement action in each case

- To draft and serve enforcement notices, and prepare expediency reports for committee or delegated officers with minimal supervision
- To provide written evidence for appeals and court proceedings and to appear as the council's expert witness with minimal supervision
- To collect evidence unassisted through inspections on more complex sites (including building sites), surveys, informal and formal interviews and in accordance with the council's lone working policy
- Provision of guidance on complex queries to the Planning Compliance Technician

SKILLS AND KNOWLEDGE

Level 1 (STR4):

- Some understanding and appreciation of planning law, local and national planning policy, regulations and guidance, with support
- To keep up to date on the latest planning policy, case law, and changes to planning legislation
- Ability to research and problem solve
- Excellent IT skills, including use of MS Office software and document management systems
- Excellent communication skills, both verbal and written
- Committed to providing excellent customer service
- An understanding of administrative processes and systems
- Experience of working with the public
- Ability to manage own time and workload

Level 2 (STR 5) as above plus:

- Good understanding and appreciation of planning law, local and national planning policy, regulations and guidance
- Extensive experience of working with the public
- Ability to manage own time and workload with minimal supervision
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COMPLEXITY AND CREATIVITY

Level 1 (STR4):

- Enforcement cases being considered by the post holder will require an appreciation of the legislation and a willingness to consider imaginative solutions
- Respond promptly and politely to routine queries and complaints
- Fostering a culture of excellence, collaboration and positive enthusiasm within the team
- Working positively with partner organisations to achieve the best outcome for in the public interest
- Diplomacy
- The ability to show initiative and implement improvements to administrative practices

Level 2 (STR 5), as above plus:

- Respond promptly and politely to complex queries and complaints

JUDGEMENT AND DECISIONS

- To make recommendations on the expediency of formal planning enforcement action on a case-by-case basis
- Routine decisions on day-to-day case management

CONTACTS

- Members of the Council
- Members and staff of other Local Authorities/Partner Agencies
- Suppliers and contractors
- Members of the Public
- Applicants and Agents
- Town and Parish Councils
- Colleagues across Development Management

RESOURCES

- No responsibility for physical or financial resources

TRAVEL DESIGNATION

- HMRC mileage rates apply

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.
- To undertake all appropriate duties required to meet the Council's safeguarding obligations according to the Children's Act (2004), Working Together to Safeguard Children Statutory Guidance (2018), the Care Act

JOB DESCRIPTION

August 2026

(2014) and the Care and Support Statutory Guidance (2014), Mental Health Capacity Act (2005), and Deprivation of Liberty Standards (2007).
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This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.