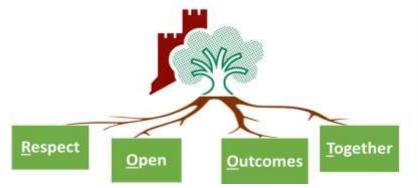
JOB DESCRIPTION



DIRECTORATE		
SERVICE	Strategy and Planning	
POST NUMBER	100255	
POST TITLE	Planning Enforcement Officer	
POST GRADE	Local Salary Scale 5	
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally	
RESPONSIBLE TO	Planning Enforcement Team Leader (PETL)	
RESPONSIBLE FOR	No supervisory responsibility	
JOB PURPOSE	To undertake enforcement duties in accordance with the Council's standards and performance indicators.	

RDC Values and Target Operating Model Principles



- Efficient and effective (systems and resources evidencing Value for Money; Return on Investment a commercial mindset)
- **Empowering** (timely decisions at the right level proportionate governance)
- Focussed on customer outcomes and early intervention (evidence-led decision making and resource allocation)
- A Community Leader (influencing stakeholders, driving delivery with partners)

MAIN AREAS OF WORK

Receive and act upon alleged breaches of planning control from members of the public, Councillors and Council Officers. To investigate each complaint in accordance with the Enforcement Plan and performance indicators. To advise on what matters are to be investigated in accordance with the Council's approved scheme of delegation.

2 To carry out site visits and accurately record findings. Where appropriate to interview the alleged perpetrator to establish whether a breach of planning control has occurred and to then make an assessment on what appropriate

	action is required in liaison with the PETL and Development Manager (DM). Prepare delegated reports and appeal statements where appropriate.			
3	Collect evidence and make a case file for prosecutions in the event of non- compliance with Enforcement Notices and other formal actions. To attend appeals, Magistrates Court and Crown Court and give evidence where appropriate. Liaise with the Council's Planning, Building Control, Housing, Environmental Health and Legal advisers when appropriate.			
4	Proactively watch the district to detect unauthorised activities and progress as necessary. To serve Planning Enforcement Notices personally when appropriate.			
5	Work within PACE codes of practice and approved procedures and ensure that evidence is held to the standards required by the Police and Criminal Evidence Act 1984 and the National Intelligence Model.			
6	Securing and storing evidence to the standards required by the Police and Criminal Evidence Act. Preparing evidential files to the standard required by the Legal Services Manager for court proceedings.			
7	Providing advice, guidance and general assistance to the public, internal colleagues and external contacts.			
8	Undertake training relating to enforcement and planning related matters, as agreed with the PETL.			
9	When required and as part of flexible working – to work within other Services and Directorates in support of the Council's overall objectives and projects.			
10	Co-operate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual.			
11	To undertake any other duties for which the post holder is competent and which the Service Manager considers necessary for the effective and efficient delivery of the Service.			

RDC Value	Behaviour	Description		
Respect	Professional	Maintaining high standards – in line with professional/regulatory requirements and Nolan principles*		
	Value others	Ensures that people are given opportunity to contribute, appreciate and acknowledge that contribution		
	Empowering	Enabling and encouraging people to influence and make decisions		
<u>O</u> pen	Trusting	Rely on and put confidence in others to do as they say		
	Listening	Makes time to hear what people are saying, checks understanding		
	Feeding back	Sharing observations and perception to improve understanding and performance		
<u>O</u> utcomes	Responsible	Being accountable and reliable, doing what you have said you will do		
	Innovative	Creating and trying new ways of doing things		
	Prioritises	Organise, clarify what is most important and focus on that		
<u>T</u> ogether	Communicates	Shares information in an accessible and timely way with people who need to know		
	Collaborates	Cooperates, identifies, and brings in people to work together		
	Relationship focus	Taking time to build connections and get to know other people		

PERSON SPECIFICATION



POST TITLE	Planning Enforcement Officer							
DIRECTORATE								
SERVICE	Strategy and Planning							
POST GRADE	Local Salary Scale 5							
		Essential	Desirable					
	Qualifications							
To 'A'/NVQ level	Х							
Degree or equiva		Х						
RTPI Planning Q		Х						
Experience								
Working with both	Х							
Experience in an	Х							
Knowledge of pla		Х						
Skills and Abilities								
To work as part of	X							
Customer care an	Х							
To advise and ma actions		Х						
Organisational ar	X X							
To work under pr urgent demands	X							
To problem solve negotiation skills.	X							
	Training							
	e including - document management							
system (Ocella/Id		Х						
Systems (GIS)								
Planning procedu		X						
MS Office	Х							
Knowledge								
Relevant planning and environmental law and procedures The geographic area of Rother District Council			X					
		X						
Familiarity with working to performance targets X								

June 2025