

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	
1	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
Open	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
Outcomes	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
Together	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 standard or equivalent in a related field		X	
Degree or equivalent qualification in relevant field			X
RTPI Planning Qualification			X
Experience			
Working with both internal and external customers		X	
Experience in an enforcement type environment		X	
Knowledge of planning law and procedures			X
Skills and Abilities			
To work as part of a team		X	
Customer care and dealing with difficult situations		X	
To advise and make concise decisions on enforcement actions			X
Organisational and time management skills		X	
To work under pressure and deal with unforeseen and urgent demands		X	
To problem solve and show a high standard of negotiation skills.		X	
Training			
Planning software including - document management system (Ocella/Idox) and Geographical Information Systems (GIS)			X
Planning procedures and relevant legislation			X
MS Office		X	
Knowledge			
Relevant planning and environmental law and procedures			X
The geographic area of Rother District Council			X
Familiarity with working to performance targets			X

June 2025