JOB DESCRIPTION

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| Job Title | Planning Enforcement Officer | Post Number | **PS579, PS566, PS568, PS703, PS798** |
| Grade | GR06 | Service Area | Planning Services (Planning & Infrastructure) |
| Special Conditions | Work base location Malvern and/or Pershore as part of shared service | Additional Benefits | Standard Casual Car user allowance |
| Authorised by | Director of Planning and Infrastructure | Date | Septemeber 2025 |

**Job Purpose**

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| The main purpose of this role within the Council is: | To investigate breaches of planning control |
| Responsible for demonstrating commitment to working in line with the Councils' values | |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework | |
| The postholder works for: | Planning Enforcement Team Leader |
| The postholder manages \supervises: | n/a |

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| Key Accountabilities (All accountabilities will be carried out in line with the Council’s policies, procedures and relevant regulations and legislation) | |
| 1 | The post holder will be responsible for the investigation of complaints that development is being undertaken without the benefit of planning permission or that the development is not being undertaken in accordance with approved plans/ drawings and/ or planning conditions or s106 legal agreement obligations are not being complied with. |
| 2 | The post holder will ensure that the advice given to applicants, members of the public and elected members is of the highest quality. |
| 3 | The post holder will be expected to have knowledge of current and new legislation, particularly for enforcement matters, and be familiar with relevant case law (court and appeal decisions). |
| 4 | Advising the Enforcement Team Leader and Development Managers, across the two authorities on the information and evidence gathered on individual cases. |
| 5 | Carrying out formal interviews under the Police and Criminal Evidence Act in respect of potential criminal offences. |
| 6 | The maintenance of up-to-date Enforcement Registers and Computer database. |
| 7 | The investigation of complaints from Members, members of the public and other officers of the Authority that planning regulations are being breached, in accordance with adopted Enforcement Plans and agreed priorities. |
| 8 | The effective enforcement of decisions made by the Local Planning Authority both with regard to the refusal of permission or the conditional approval. |
| 9 | The effective liaison with Development Management Officers, Legal Services, and other sections of the Council, and liaison with Worcestershire Regulatory Services and other enforcement agencies and organisations, in order to provide a coherent and effective service to the public. |
| 10 | The briefing of Solicitors, Consultants and Barristers |
| 11 | The preparation and presentation of factual evidence in connection with Enforcement Appeals and representation of the Authority at Public Inquiries and Informal Hearings. |
| 12 | The representation of the Authority in Court on matters of fact |
| 13 | To ensure compliance with procedures established by the Police and Criminal Evidence Act (especially undertaking Interviews under caution). |
| 14 | To ensure compliance of enforcement investigations with the Regulation of Investigatory Powers Act 2000 (RIPA) and related Home Office guidelines on surveillance and intelligence sources. Acting as a 'requesting officer' and monitoring investigations. |
| 15 | The preparation of appropriate publicity and educational material to raise the profile of the service. |
| 16 | To undertake such other duties appropriate to the post and grade as may be assigned from time to time. |

**NOTES:**

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retain this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and inform the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.

KEY REQUIREMENTS

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| Qualifications (or knowledge and experience at an equivalent level) | Essential | Desirable |
| Educated to ‘A’ level standard | E |  |
| Recognised qualification in planning |  | D |
| Continuous professional development |  | D |
| Specialised training in planning enforcement |  | D |

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| Experience | Essential | Desirable |
| Relevant planning enforcement or other similar experience of a regulatory nature | E |  |
| Dealing with people in sensitive and, at times, aggressive situations | E |  |
| Planning Policy and Implementation |  | D |
| Development control/ planning enforcement in urban and rural issues |  | D |
| Experience of PACE procedures and interviewing |  | D |

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| Skills Required | Essential | Desirable |
| Computer literacy | E |  |
| Good oral and written communication | E |  |
| Tact and diplomacy | E |  |
| Firmness | E |  |
| Time management | E |  |
| Approachable | E |  |
| Ability to undertake site visits to remote locations | E |  |
| Ability to read and interpret maps, drawings and plans |  | D |
| Knowledge of planning law and practice |  | D |
| MS Word/Excel |  | D |
| Planning IT systems |  | D |
| Knowledge of PACE |  | D |

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| Behaviours | Essential | Desirable |
| Willingness to work outside normal office hours from time to time as the demands of the post and emergencies dictate. | E |  |
| Willingness to undertake such other duties and training and/or hours of work as may be reasonably required to be consistent with their general responsibility. | E |  |
| Act in an efficient and professional manner at all times. | E |  |
| Have a flexible approach to the work required to be undertaken, to assist other staff and ensure that the administrative needs of the Council are met. | E |  |

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.