

JOB TITLE: ENFORCEMENT OFFICER FIXED TERM

DEPARTMENT: Planning

GRADE: 4

ACCOUNTABLE TO: Enforcement Team Leader

LOCATION: CITY OFFICES, COLEBROOK STREET

POST OBJECTIVE To investigate and resolve breaches of planning control and to ensure compliance with enforcement notices, planning permissions and conditions in accordance with LEP and Improvement Plan.

SPECIFIC TASKS:

1. Investigate complaints about breaches of planning control in accordance with the Council's Enforcement Policy and ensure appropriate action is taken if a breach is established. This will involve undertaking site visits, which may occasionally be out of hours.
2. Deal with urgent matters such as unauthorised works to listed buildings or works to protected trees, which constitute a criminal offence.
3. Draft instructions and assist in the preparation of formal planning notices. Ensure compliance with formal planning notices.
4. Conduct interviews in accordance with PACE procedures. Prepare witness statements and give evidence in Court (and appeals if necessary).
5. Maintain a comprehensive / accurate record of all enforcement investigations using the Council's computerised records systems.
6. Update complainants and other interested parties (e.g. Councillors and Parish Councils) at relevant points of an investigation.
7. Deal with general enquiries about enforcement.
8. Deal with enquiries and applications relating to High Hedges and be familiar with the relevant legislation.
9. Work jointly / in partnership with other departments and agencies on inter-related enforcement matters.
10. To carry out any other duties as requested from time to time by the Enforcement Manager commensurate with the level of the post.

Signed Dated



PERSON SPECIFICATION

JOB TITLE

ENFORCEMENT OFFICER

POST NUMBER: 1963**DEPARTMENT:**

DEVELOPMENT MANAGEMENT

DATE:

June 2025

Requirements		Weighting	Assessment Method
Skills	Good oral communication skills especially telephone manner	3	I
	Good letter writing skills	3	A/I/T
	Computer skills (able to input and retrieve data, send letters, emails, etc.)	3	I/A
	Good Team Player	3	I/A
Experience	Working in an office environment (as part of a team)	3	A/I
	Local authority experience	2	A/I
	Previous experience working in an enforcement related role	2	A/I
	Dealing with difficult customers	2	A
Personal Qualities	Organised and methodical	3	A/I
	Inquisitive, enjoys problem solving	3	A/I
	Able to prioritise work	3	A/I/T
	Self-motivated / able to work with minimal supervision	3	A/I
	Personable, easy going, able to relate to different types of people	3	A/I
Specific Job Requirements	Able to undertake lone site visits and meet the travel requirements of the role.	3	A/I
Qualifications	Good standard of general education or relevant experience	3	A

Weighting

3 – Essential for the successful performance of the job

2 – Desirable but can be achieved through on the job training or experience

1 – Useful but not essential for successful performance of the job

AssessmentApplication Form
ReferencesA
RInterview
PresentationI
PTests
Evidence of QualificationsT
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