



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Planning Enforcement Officer

Grade: Career Grade Scale 4 to PO1

Department: Places

Section: Development Management

Responsible to: Development Manager

Purpose of the Job:

This role sits at the heart of the Development Management Team, with a core focus on leading and managing the effective enforcement of the planning system to protect Rutland's distinctive environment. It contributes to the delivery of a robust and responsive Planning Enforcement Service, ensuring all investigations and actions align with adopted service standards, national legislation, and defined performance indicators.

Subject to professional accreditation and under the guidance of Principal Planning Officers, the role may include supervisory responsibilities for Planning Enforcement Technicians and Planning Assistants, with an emphasis on mentoring and supporting professional development.

Service delivery is expected to be fair, consistent, and inclusive, reflecting the Council's commitment to respect, equality, and transparency. Close collaboration across the planning team and with external stakeholders is essential to uphold principles of environmental protection and sustainable development.

Main Responsibilities:

1. Manage a caseload of alleged unauthorised development and ensure these cases are investigated and appropriate action taken, in accordance with the Enforcement Policy, with particular personal responsibility for serious and potentially controversial proposals.
2. Respond professionally to planning enforcement enquiries from Members, officers, Town and Parish Councils, external organisations and the public, providing clear advice and support.
3. Prepare, draft and serve statutory enforcement notices using appropriate legal mechanisms, in line with national legislation and adopted service standards.
4. Prepare, collate and analyse evidence in respect of alleged unauthorised development, producing formal reports, witness statements and



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correspondence. Act as expert witness for the Council by presenting this evidence at Planning Committee meetings, public inquiries, appeal hearings, examinations and court proceedings, in accordance with legal and procedural requirements.

5. Support the Development Manager and Principal Planning Officers to ensure policies, procedures, and protocols are in place and compliant with national standards to deliver a high-quality enforcement service.
6. Liaise with the Council's Legal Services as required to support enforcement processes.
7. Draft and present clear, concise reports to the Planning Committee to assist decision-making.
8. Monitor compliance with planning conditions, taking necessary enforcement action where appropriate.
9. Support the Development Manager and partners overseeing the monitoring of minerals and waste sites and help administer the associated charging scheme for operators.
10. Support continuous improvement of the enforcement service by meeting performance targets, delivering timely and proportionate action, and undertaking additional duties as required
11. Maintain and ensure public accessibility of the statutory Planning Enforcement Register.
12. Supervise and support the Planning Enforcement Assistant, subject to professional accreditation, by providing day-to-day guidance, identifying training needs, and promoting their development to meet service and corporate objectives.
13. Conduct formal interviews and produce statements in accordance with the Police and Criminal Evidence Act (PACE).
14. Support the Development Management team in assessing planning applications, negotiating Section 106 Agreements, and discharging conditions as required under the Scheme of Delegation.
15. Process High Hedges applications in accordance with legislation, ensuring fair and consistent outcomes.
16. Protect and manage information securely and report any breaches or suspected breaches in accordance with Council policies.



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17. To undertake any other relevant duties of a similar nature and level for the effective operation of the service as may be required from time to time.

Standard clauses:

To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

Take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Standard clauses when management:

To manage delegated budgets and ensure effective financial planning and monitoring in accordance with the Council's Financial Procedure rules.

To lead and develop a motivated team and ensure they are developed in their role through effective use of 'My Conversation'/supervision and effective performance management as appropriate.

Behaviours and outcomes:

Work collaboratively across the Council to ensure a joined up, consistent service that adds value to the Planning Service and the wider Council priorities set out in the Corporate Strategy. The Council's four priorities are:

- Tackling the climate emergency,
- A diverse and sustainable local economy,
- Provide good public services,
- Support the most vulnerable.

Be ambitious for Rutland and champion best practice across the Planning services to achieve the best outcomes.

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.



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Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.

Dimensions:

No Budget responsibility

Line management of Planning Enforcement Technician and Planning Assistants once at Level 4



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
LEVEL 1 A Level standard/Advanced Apprenticeship Level 3 or Level 4 Foundation Degree (Level 1) Qualifications equivalent to A level or NVQ level 3/4	A/D
LEVEL 2 Graduate in a degree subject related to planning or other relevant qualification and/or relevant work experience or working towards a relevant degree. Level 2 Planners would be expected to undertake an appropriate planning or related master's degree.	A/D
LEVEL 3 Planning Degree or equivalent Completed a Master's programme or equivalent relevant experience Member of RTPI (or eligible)	A/D
LEVEL 4 Planning Degree or equivalent Completed a Master's programme or equivalent relevant experience Member of RTPI	A/D

Desirable	Method of Assessment *
LEVEL 3 / LEVEL 4 Training directly relevant to planning enforcement	A/D



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EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
LEVEL 1 It is not essential to have any previous planning experience for entry to Level 1.	A/I
LEVEL 2 It is not essential to have any previous planning experience for entry to level 2.	A/I
LEVEL 3 Good knowledge of local government procedures and practices Good understanding of current planning issues and legislation including planning enforcement Extensive knowledge of planning policy regulations and processes. Experience of monitoring Section 106 agreements Experience of public speaking/presentation on planning matters Experience of working with Elected Members Experience of giving planning evidence at hearings/inquiries	A/I
LEVEL 4 Exposure to a mix of policy, project, development management and enforcement related work. Excellent knowledge of local government procedures and practices Excellent understanding of current planning issues and legislation including planning enforcement Planning applications – understanding of processes involved and an ability to provide effective and responsive development control services on a mixed caseload of development proposals, planning applications and appeals, including more complex cases.	A/I



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Understanding of the administration and management of developer contributions, including Section 106 agreements and the Community Infrastructure Levy. Experience of representing the Council at public meetings and meetings with Senior Officers and Elected Members. Preparing for and representing the Council at hearings/inquiries and Local Plan Examination in Public Line management and development of staff.	
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SKILLS

Essential	Method of Assessment *
Level 1 Able to use a wide range of IT systems – Microsoft Office, emails, word, excel, databases Able to work well with others. Excellent literacy and verbal communication. Able to manage own workload with limited supervision.	A/I/T
Level 2 Basic knowledge of local government procedures and practices. Basic understanding of current planning issues and legislation. Basic understanding of planning legislation relating to planning enforcement and understanding of the Council's Enforcement Policy.	A/I/T
Level 3 Excellent investigation and analytical skills. Able to manage own workload with limited supervision; able to work to deadlines. Good oral and written communication	A/I/T



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Good numeracy and literacy; Good report writing Ability to use initiative. Able to effectively manage and develop staff. Level 4 Demonstrates a positive attitude and approach to work. Excellent organisational and analytical skills; methodical and high attention to detail. Presentation skills High level of skill in producing effective written documents – emails, letters, reports – clear and comprehensible writing style. Numeracy skills – preparation, analysis of statistics. Demonstrates evidence of providing a high level of professional advice to customers, colleagues and Elected Members. Competently represents the Council at Committees, Tribunals, Appeals, Courts and /or hearings and Examination in Public. Able to demonstrate ability to lead on specific projects and /or major development schemes. High level negotiation skills. Able to effectively manage and develop staff.	A/I/T
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EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I



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Willingness and ability to visit other sites as and when required.	A/I
Able to work outside normal office hours when cases require it	A/I
Mobile and able to work from various locations	A/D
Hold a valid full UK Driving License	A/D

*** A = Application Form D = Documentary evidence I = Interview T = Test**

STRUCTURE

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
Sept 2025	Yes – added career grade	Justin Johnson – Development Manager, Planning