



Job Description

Job title	Planning Enforcement Officer - Senior Planning Enforcement Officer	Hours	37 hours <i>Flexible working options are available, including job share</i>
Department	Planning	Salary	SK6 to SK16 (£25,761-£44,304 per annum)
Location	Currently mix of home and office- based working	Contract	Permanent

Main Job Purpose

The Council is currently looking to add capacity to its Planning Enforcement team following a recent restructure and will consider candidates at all levels against the service requirements before making an appointment.

The Planning Enforcement role sits within the Development Management service area and is responsible for investigating alleged breaches of planning control and ensuring appropriate action is taken in line with planning legislation. The post supports the Council's statutory duties under the Town and Country Planning Acts and related legislation, contributing to the effective delivery of the Planning Enforcement function across the District. At all levels, the role focuses on achieving robust, proportionate, and policy-compliant enforcement outcomes, following established procedures, guidance, and the Council's Planning Enforcement Policy, including its key performance expectations. The role offers a structured progression route, enabling officers to develop their technical expertise, professional judgement, and confidence in enforcement practice.

The position is suitable for an existing planning enforcement officer seeking a new challenge and career progression, while also offering an opportunity for the right candidate to enter the profession - whether as a career change or as a graduate at the start of their career. In such cases, appropriate training and support will be provided. As the postholder progresses, they will take on increasing responsibility for managing complex caseloads, supporting the wider team, and contributing to service delivery and improvement. The role requires strong communication and interpersonal skills, a willingness to learn and a commitment to professional development, alongside the ability to drive to undertake site inspections.

This role is politically restricted.

Main Statement of Responsibilities

Responsibilities allocated will be dependent on relevant knowledge and experience

At the Enforcement Officer level:

To investigate and initiate responses to complaints relating to compliance with planning legislation



- To investigate breaches of planning legislation and to initiate any necessary action.
- To carry out investigations and collect evidence of alleged breaches of planning control.
- To meet and negotiate with those in breach of planning control to secure compliance without formal action.

Monitor and negotiate to secure compliance

- To assist in the monitoring of authorised development to ensure compliance with consents or permissions granted and any conditions imposed.

To ensure that appropriate progress is achieved and interested parties are kept informed

- To liaise effectively with objectors, third parties, town/parish councils and elected members on outcomes and provide updates on the status of complaints investigated.
- To work in close liaison with the Council's legal advisors and other Council departments, to ensure effective enforcement action and, where appropriate, properly co-ordinated action.
- To liaise with and assist Planning Officers with respect to enforcement cases, including those where there is non-compliance with planning decisions.

To prepare and present evidence on behalf of the Council

- To prepare and give evidence on matters within the scope of duties.
- To prepare reports and presentation of evidence relating to enforcement matters.

To undertake appropriate administration

- To help to maintain accurate paper or electronic records of case work.
- Production and service of legal instructions as required.

To assist in the determination of planning applications

- To work with planning and legal officers in the determination of some applications, such as retrospective planning applications and lawful development applications, submitted as a result of enforcement investigations.

To assist with service improvements and customer care

- To contribute to projects and initiatives to improve the delivery of the Planning Enforcement team and Development Management in general.
- To take a positive customer focused approach to all work.

Other duties

- To assist with complaints and responses to external requests such as FOI's and SAR's.
- To undertake continuous professional development as required.



- To comply fully with the Council’s Equal Opportunity Policy.
- To comply fully with the Council’s Health and Safety at Work Policy.
- To undertake other duties commensurate with the grade of the post.

At the Senior Officer level:

To assist in the management of the Planning Enforcement team in an efficient and effective manner in line with Corporate priorities and current performance indicators

- Working with the Development Management & Enforcement Manager and Principal Enforcement Officer to ensure that an effective and efficient service is provided in line with corporate objectives and performance indicators.
- To plan, approve and monitor the work of Enforcement Team members to maintain high levels of quality in decision making and meeting the performance targets set by the Council at a corporate level.
- To act as a mentor for the Planning Enforcement officers and bring them forward to a high standard of capability in professional enforcement case management.
- Analysing performance outputs to constantly strive to improve service delivery.
- To adhere to, review and revise the priorities and performance targets contained in the Planning Enforcement Policy.
- Investigations of alleged breaches of planning control or application site visits may be required outside normal office hours.

To have delegated responsibility for the sign-off of all types of statutory enforcement notices.

Core values

Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council’s operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident’s trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.



Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

Person Specification

Relevant Experience, Skills and Knowledge

- Essential (SK6-SK10)
- Able to demonstrate IT literacy
 - Manages time effectively and delivers against agreed objectives
 - Experience of using information technology packages including: Microsoft Office and electronic document management
 - Experience of general office skills: letter writing, filing, photocopying, answering phones
 - Able to remain calm in pressured situations
 - Experience of dealing with the public
 - Ability to work unsupervised
 - Able to challenge the norm and find ways to improve
 - Takes ownership and responsibility



- Able to work with others to get the job done well, building relationships with colleagues and customers

Desirable

- Understanding of current planning issues and legislation, particularly in relation to development management and enforcement
- Experience of working within a regulatory or investigatory environment

Essential (SK10-SK16)

- Extensive knowledge of local government procedures and practices
- Excellent understanding of current planning issues and legislation particularly in relation to Development Management and planning enforcement.
- Extensive previous experience in a planning enforcement environment
- Experience of planning enforcement appeals
- Good knowledge of local government procedures and practices
- Political sensitivity (including briefing and presenting to Councillors)
- High degree of probity and integrity that engages the confidence, trust and respect of others
- Able to cope with demanding workloads, prioritising work to meet deadlines, maintaining the ability to be effective under changing conditions
- Ability to lead, supervise and motivate others

Desirable

- Evidence of effective operational management and achievement of performance targets
- Experience of supervising and motivating a small team

Relevant Qualifications

Essential (SK6-SK10)

- GCSE grades A* - C or equivalent in Maths and English as minimum
- Evidence of continuous learning
- Current driving licence

Desirable

- Degree / Diploma (ideally in Town and Country Planning or closely related discipline) or working towards completion

Essential (SK10-SK16)

- Degree / Diploma (ideally in Town and Country Planning or closely related discipline) or working towards completion
- Certificate in Planning Enforcement or equivalent qualification

Desirable

- Corporate membership of the Royal Town Planning Institute or working towards accreditation

Communication and Interpersonal Skills

Essential (SK6-SK16)

- Communicates effectively (written, oral and presentations)
- Able to demonstrate effective persuasion / negotiation skills