

Service area	Place – Development Management Enforcement
Job title	Senior Planning Enforcement Officer
Grade	
Reporting to	Planning Enforcement Team Leader
Work pattern	Fulltime hybrid working with expectation to be in the office 2 days a week.
Job purpose	The Senior Planning Enforcement Officer at Rochford District Council plays a crucial role responsible for undertaking; coordinating, responding and prioritising enforcement and compliance activities within the Place directorate. This position is responsible for ensuring compliance with planning regulations and addressing breaches of planning control for the more complex cases across Rochford. The role involves investigating complaints, conducting site visits, negotiating and taking appropriate enforcement actions to rectify unauthorised and unlawful developments. The officer will work closely with other departments, stakeholders, members and the public to provide guidance on planning matters and ensure that development activities align with local and national planning policies. Additionally, the role requires preparing detailed reports, witness statements and representing the council in appeals and court proceedings, ensuring maintenance of accurate records of enforcement actions. The Senior Planning Enforcement Officer will also mentor junior staff and contribute to the continuous improvement of the council's planning enforcement processes. Conflict resolution inevitably forms a large part of this role and these skills alongside negotiation skills are essential for this role. In accordance with the Local Enforcement Plan, there is an emphasis on engaging with the public and raising awareness of issues with the public before preceding to any formal action.

Main duties and responsibilities

1. To carry out prompt and accurate investigations of possible breaches of planning control as required
2. Conduct site visits to assess compliance with planning permissions and conditions
3. Seek resolution of identified breaches.
4. Provide advice and guidance to residents, developers and other stakeholders on planning enforcement matters
5. Maintain accurate records of enforcement actions and investigations on the provided software platforms such as IDOX uniform and Workflow 360 as well as contemporaneous site visit notes and photographs.
6. Conduct PACE interviews, taking witness statements and preparing files for prosecution relating to breaches of planning.
7. Monitor development for compliance with planning conditions, compliance with enforcement notices and compliance with high hedge notices
8. Contribute to the development and implementation of planning enforcement policies and procedures
9. Collaborate with other departments or external bodies to resolve planning issues.
10. Dealing with planning appeals (including drafting appeal statements) through written representation, hearings and public inquiries. Represent the Council at planning appeals and court proceedings and preparing written statements
11. Drafting Enforcement Notices, Breach of Condition Notices, Planning Contravention Notices and other statutory notices.
12. Deputise team leader in their absence
13. Mentor and support junior officers and sign off their work

14. Deliver the service within prescribed service performance targets
15. Continually improve processes and systems to enhance the efficiency and effectiveness of the planning enforcement service.
16. Producing and presenting clear and accurate reports articulating clearly both the alleged breach, reasons for the Council's actions and setting out appropriate recommendations and requirements.
17. Providing clear and impartial advice and responding to queries from a range of stakeholders including elected Members, residents, applicants, agents and developers.
18. Promote and contribute to the development of the Council's 'One Team' philosophy and approach to service delivery
19. To actively promote the Council's Equal Opportunity Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
20. To ensure that all complaints and potential breaches of planning control are investigated, and appropriate action taken in accordance with agreed policies and service standards.
21. Maintain a sufficient level of knowledge and expertise of current planning and other legislation , government statements and guidance planning policies and standards, case law, appeal decisions and best practice in relation to planning and enforcement matters in order to carry out your role. Keep abreast with changes in such legislation and government advice and make changes as necessary to practice and procedures.
22. Liaise with officers in other groups and services of the Council and with the police and other statutory bodies outside the council to ensure that the most effective action is taken to resolve breaches of planning control.
23. Attend meetings including meetings of the Council and its committees (including committee site visits) as required by the Team Leader and ensuring that any necessary action from discussions at such meetings is dealt with by the Enforcement Team and is carried out properly and expeditiously.
24. To investigate, gather information, prepare and oversee cases where an existing breach of planning control is made subject to a High Court Injunction.
25. Undertake such other duties as may be reasonably required within this post to support the operational needs of the service area and Council, including maintaining business continuity and during any civil emergencies.
26. To provide excellent customer service to all internal and external customers in line with the Council's commitment to Customer Service Excellence.
27. Comply with all the policies and procedures of the Council (eg Equal Opportunities, Standing Orders, Financial Regulations, Health and Safety). Copies of these can be found in the Employees Handbook (which will be amended and reissued should there be any changes) and/or from Human Resources.

PERSON SPECIFICATION

JOB TITLE: **Senior Planning Enforcement Officer**

Post and parcel deliveries **ONLY:** Rochford District Council, Civic Suite , 2 Hockley Road, Rayleigh, Essex, SS6 8EB. **IN PERSON AT RECEPTION:** Rochford Library, 8 Roche Close, Rochford, Essex, SS4 1PX. Phone: 01702 546366 Website: www.rochford.gov.uk

Information for Applicants: The Person Specification provides an outline of the experience, skills and abilities we expect the Successful Applicant to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for. Disabled people will be offered an interview where they meet the Essential Criteria alone

Abbreviations

E = Essential	D = Desirable	I = Interview
T = Test	AF = Application Form	

	Essential	Desirable	How assessed
Qualifications			
A degree in Planning, other appropriate qualification or equivalent experience including in hearings or public inquiries.	x		
Evidence of continuing professional development.	x		
Member of a relevant professional body. i.e MRTPI		x	
Knowledge and experience			
Excellent working knowledge of planning legislation, national planning policy and planning reforms.	X		
Comprehensive understanding of planning legislation and enforcement procedures	x		
Knowledge of data protection and confidentiality requirements			
Experience of prosecutions and giving evidence at the Magistrates' Court.		x	
Awareness of environmental and sustainability issues related to planning		x	
Experience of a variety of planning work (including but not limited to: 1. Planning appeals 2. Experience of conducting effective site visits 3. Experience of preparing and serving notices 4. Experience of POCA 5. Experience in mentoring or supervising junior officers	X		
Minimum 5 years full time working experience in planning enforcement with proven record of dealing with complex cases.	X		
Experience of working in a Local Authority.	X		
Proven ability to work under pressure and achieve deadlines	X		
Articulate and able to communicate reasoned arguments and analyse complex issues effectively both in writing and	X		

verbally to a wide variety of people.			
Knowledge and understanding of local government, current planning issues, government legislation and guidance etc.	X		
Skills and abilities			
Proven experience of building effective working relationships both internally and externally.	X	.	
Strong negotiation and conflict resolution skills	x		
Analytical skills	x		
Ability to effectively motivate teams and colleagues at all levels to work collaboratively		x	
Ability to work independently and manage a diverse caseload	x		
Ability to interpret and apply complex legislation and documents	x		
Proven experience of utilising strong communication and negotiation skills and dealing with conflicts and difficult situations.	X		
Ability to write accurate reports, statements of evidence clearly explaining the key determining issues, application of sound judgement and final decision/recommendations.	X		
Proactive approach to work and committed to providing excellent customer service.	X		
Willingness to share insight and knowledge to support the development of the team.	X		
Good verbal communication skills with customers both on the telephone and in person.	X		
Proficient in the use of ICT including Microsoft applications and specialist systems.	X		
General/Other	X		
All staff must be prepared to have an understanding of (and comply with) the Equal Opportunities, Customer Care and Health and Safety policies.	X		
Full driving licence and use of own vehicle	X		
Articulate and able to communicate reasoned arguments and analyse complex issues effectively both in writing and verbally to a wide variety of people, groups and organisations.	x		
Self-confident and motivated with enthusiasm and commitment to develop and provide a first class planning	X		

enforcement service.			
Ability to work under pressure and to tight deadlines.	X		
Adaptable and able to meet new and complex challenges.	X		
Effective team working, sharing ownership, team goals and workload.	X		
Able to establish and maintain effective relationships with people at all levels.	X		

General

The list above is not exhaustive, this role profile sets out the duties of the post at the time it was drawn up. Such details may vary from time to time without changing the general character of the duties or the level of responsibility involved.

Safeguarding Children & Adults at Risk

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

Equalities, Diversity & Inclusion

The Council has an Equalities, Diversity and Inclusion policy which outlines its commitment to creating a culture that respects and values each other's differences, promotes dignity, equality, diversity, and inclusion, encourages individuals to develop and maximise their true potential and combats prejudice, discrimination, and harassment.

Staff Code of Conduct

The public, our communities, customers, and colleagues are entitled to expect the highest standards of conduct from all people working for the Councils. The Code of Conduct sets out the general standards of conduct expected of everyone working for the Councils.

Climate Change

Contribute to the Council's corporate objectives in relation to climate change by considering the environmental impact of individual and collective actions, working to reduce resource and energy use, minimise waste, and anticipate and enhance the efficiency of services in response to a changing climate, wherever possible, to help the council reduce its own carbon footprint and that of the district.

Reviewed 19th March 2026