Job Profile

Job Title	Planning Enforcement Officer
Team	Development Management
Reports to	Development Management Team Leader
Politically restricted Y/N	N
DBS check Y/N	N
Date	November 2026

Job Purpose

To effectively investigate and resolve a wide range of planning, advertisement, listing building and tree enforcement enquires and complaints in line with the Local Enforcement Plan while ensuring the service provided by the Council is in accordance with statutory, national and local requirements.

To undertake assessments to establish if a breach of planning control or an offence has occurred, through desk – based research and site inspections. To record such investigations and make recommendations to take or not to take action or negotiate outcomes to resolve a breach or mitigate any planning harm identified, in discussion with Planning Officers, the Council's Legal Team, and other Officers within the Council.

To assist and develop collaborative working with partners to improve working practices around enforcement and using a multi-agency approach to resolve issues.

Torridge's Core Values

Working with people

Works effectively with people inside and outside of Torridge Council to deliver and develop our service. Builds respectful, positive, and productive relationships with all.

Delivering excellent customer service

Puts the needs of our customers first, be they internal or external. Does their utmost to deliver a high quality service.

Adapting and responding to change

Able to adapt to changes and face future challenges with positivity and open-mindedness. Embraces innovative ideas that improve our service.

Displaying and promoting professional integrity

Works honestly, transparently, and responsibly at all times. Holds themselves to high ethical standards, such as by committing to implement anti-discriminatory and equal opportunities policies

Main Duties and Responsibilities

Enforcement of Breaches of Planning

- To be responsible for enforcement action and the monitoring of planning conditions.
- Deal with enquiries/complaints from various sources including the public, Councillors, Police and other agencies, and neighbouring Authorities.
- Prepare files, carry out site investigations, interview interested parties and if necessary, conduct interviews under the provision of PACE.
- Prepare enforcement reports, determine whether there is a breach and consult Planning Officers / Team Leaders regarding recommended enforcement action.
- Prepare instructions for the Legal Team to enable enforcement action to proceed.
- Draft and serve Enforcement Notices, and monitor and re-visit sites to ensure compliance.
- Serve summonses for breaches of the Enforcement Notice as required.
- Prepare reports for authorisation to prosecute and where necessary prepare prosecution files.
- Attend Court to give evidence and attend Public Inquiries.
- In the event of an appeal against an Enforcement Notice, prepare appeal statements, statements of common ground, and cost rebuttals as necessary.
- Maintain and update enforcement records, and manual/computer files.

Listed Buildings

- Deal with Breaches relating to Listed Buildings and possible prosecutions.
- Visit sites with Conservation specialists.

Tree Preservation Orders

- Deal with breaches of Tree Preservation Orders (TPO) and possible prosecutions.
- Visit sites with arboriculturists.

Unauthorised Advertisements

- Deal with all correspondence and complaints concerning unauthorised advertisements.

- Carry out sites visits, recording relevant details following organisation's process in accordance with planning legislation.

- Compile records for authorisation to prosecute and prepare details for the Legal Team in preparation for Magistrates' Court. Attend court if required.

General Advice on Enforcement and Planning

- Report to Councillors and other stakeholders at key stages of the enforcement process.

- Comply with the Police and Criminal Evidence Act, the Criminal Procedure and Investigations Act and the Regulation of Investigatory Powers Act as it relates to the enforcement process and act as the Financial Investigating Officer under the Proceeds of Crime Act.

- To respond to enquiries from the public and other stakeholders in accordance with service standards.

- Provide general advice to Officers, Councillors and the public relating to planning enforcement matters.

- Compile relevant correspondence in reply to all areas of work.

- Liaise with departments across the Council and various outside agencies.

- To regularly attend meetings with external stakeholders including Parish Councils and other community interests.

- To undertake responsibilities and duties delegated by the Head of Planning & Building Control / Development Management Team Leaders.

Other duties:

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

Health & Safety:

The Council has a Health and Safety Policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees

need to be aware of this policy and comply with its content.

Risk Management:

(Employee)

All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to their Manager.

Data Protection:

It is the responsibility of the postholder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

Single Equality Scheme:

The Council has a Single Equality Scheme which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Scheme.

Safeguarding Children and 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.

Person Specification

Methods of Assessment

- **Application (A)**
- **Interview (I)**
- **Ability Test (AB)**
- **Psychometric Assessment (PA)**
- **Presentation (PR)**

Education, Qualification and Training	Method of Assessment
Essential	
A-Level/BTEC National Certificate/Level 3 NVQ qualification in a relevant discipline or able to demonstrate similar qualification/experience.	A & I
Desirable	
Enforcement related courses/studies.	A & I
Knowledge	
Essential	
Working knowledge of investigative techniques and procedures and regulations required to enforce, or ability to obtain it through training.	A & I
Have knowledge of planning regulations, legislation, national guidance and good practice.	A & I
Desirable	
Working knowledge of the current planning system & legislation.	A & I
Understanding of types of planning data systems, such as GIS, Uniform.	A & I
Knowledge of RIPA and PACE Legislation.	A & I
Experience	
Essential	
Experience in enforcement or a related field.	A & I
Desirable	
Experience of providing written / verbal evidence.	A & I

Skills	Method of Assessment
Essential	
Good verbal and written communication skills	A, I & AB
Good report writing skills	A & I
Ability to meet deadlines	A & I
Ability to plan and organise work	A & I
Ability to successfully negotiate	A & I
Analytical	A & I
Numerate	A, I & AB
Tactful	A & I
IT literate – including Microsoft Office package	A & I
Ability to work effectively on own or as part of a team	A & I
Experience of public presentation	A & I
Ability to organise and manage own workload	A & I
Other Job-Related Requirements	
Ability to travel according to the needs of the job with reasonable adjustment, if required, according to the Equality Act.	A & I
Commitment to implement anti discriminatory and equal opportunities policies.	A & I