HARBOROUGH DISTRICT COUNCIL – JOB DESCRIPTION

POST TITLE: Planning Compliance Officer (37 Hours) GRADE: 7

TEAM: Planning Enforcement Team

RESPONSIBLE TO: Team Leader - Planning Enforcement

VARIATIONS TO STANDARD CONDITIONS OF SERVICE:

1. This is a description of a job, as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employees job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

2. Essential Car User Allowance.

3. The post holder may be required to attend meetings outside of normal working hours for which the appropriate allowances provided for by the Council's Conditions of Service will apply.

4. This post is politically restricted.

DATE ISSUED: November 2026

JOB PURPOSE:

The post holder will be a member of the Planning Enforcement Team with specific duties to proactively monitor the compliance of planning conditions on both small and large scale developments. The role requires the ability to work under pressure, on your own initiative and meet the services Key Performance Indicators. The post requires excellent and accurate communication with a variety of stakeholders both orally and in writing and the ability to produce reports/letters in a clear writing style. The post holder should have a good knowledge of Development Management, planning enforcement legislation/guidance and be able to speak clearly and confidently in public meetings.

The role also requires carrying out all planning enforcement related functions including the processing and assessment of complex enforcement cases, enforcement appeals and some planning applications along with a variety of other technical tasks within the Development Management Service.

JOB ACTIVITIES:

1.1 The key activity of the post holder is to proactively ensure compliance with conditions imposed on planning permissions and to monitor developments to ensure compliance with approvals and any formal notices served.

1.2 Investigate allegations and enquiries of breaches of planning control, collect evidence, communicate with owners, complainants and offenders, prepare reports including assessing planning merits of unauthorised development to decide whether or not to seek retrospective applications, remedial action, formal action or expediency of taking action.

1.3 Respond to and investigate complaints relating to the provision of new green spaces, carrying out site visits and meeting with residents, developers and management companies to ensure the effective delivery of and compliance with approved landscaping plans and landscape management schemes.

1.4 Signposting communities to external resources to assist in resolving issues between residents, developers and management companies relating to the ongoing maintenance and management of new green spaces.

1.5 Draft enforcement and other notices and liaise with the Council's Legal Services Team to ensure correct service.

1.6 Assist others in determining applications for certificates of lawful use.

1.7 Communicate with Parish Councils and elected Councillors on conditions compliance and other enforcement matters.

1.8 Assist generally to ensure compliance with planning legislation, and policies adopted from time to time by the Council.

1.9 Prepare enforcement recommendations and reports for the Planning Committee and to attend such meetings when required.

1.10 Represent the Council as an Expert Witness

1.11 Undertake the preparation of statements for planning and enforcement notice appeals including hearings and inquiries and give evidence at such events.

1.12 Prepare witness statements in connection with prosecutions/injunctive relief and give evidence as an expert witness as necessary.

1.13 Maintain an up to date knowledge of national and legislative requirements in relation to planning enforcement and ensure that all processes are in accordance with such requirements and keep abreast of current trends in development management.

1.14 Ensure all necessary records and statistics are maintained in accordance with the Service's policies and ensure that agreed National and Local Performance Standards are met.

1.15 Liaise with all other relevant services in the Council, to ensure an efficient and effective service.

1.16 Provide information to public and any other interested parties as necessary.

<u>Other</u>

To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies

As a term of employment the post holder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.

Health and Safety

To be familiar with and at all times comply with

- the Council's general health and safety policy,
- the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
- local department specific health and safety procedures as amended or added to from time to time.

To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.

To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.

To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.

To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

JOB TITLE: Planning Compliance Officer					
TEAM: Planning Enforcement – Development Management	**GRADE: 7**	**ALLOWANCE**: Essential Car User Allowance and Payment of Professional Fees	**PERMANENT**	**WEEKLY HOURS**: 37 hours	
CRITERIA: (necessary for safe & effective performance)	ESSENTIAL REQUIREMENTS: (A clear definition of the necessary criteria)	Assessment	ADDITIONAL/USEFUL REQUIREMENTS: (Where available, elements that contribute to improved/immediate performance in the job)	Assessment	
Qualifications	• Degree or equivalent in planning or other related environmental subject • Membership or eligibility for Membership of the RTPI	A/E A/E	• Evidence of continuing professional development	A / E	
Experience	• Experience of development management or a similar discipline • Proven ability to communicate clearly and courteously to a wide range of audiences both orally and in writing and to be able to deal confidently with members of the public, Councillors, applicants and their agents. • Ability to present at Committee when required along with presenting evidence at Court and at appeal. • Proven experience in negotiating successful outcomes and resolving disputes. • Proven ability to write clear, concise and accurate reports on complex cases and be able to make clear recommendations. Experience of writing reports, letters, briefings, statements and other records that may be used in official proceedings. • Experience of interpreting and applying enforcement legislation / regulation. • Experience of handling planning enforcement cases.	A A/I A/I A/I A/I A/I	• *Detailed experience of development management/enforcement and/or monitoring work within a Local Authority planning function • Experience of acting as a witness at Planning Appeals, Magistrates/County/High Court • Experience of working within a Local Government planning environment • *Experience in the use of various Planning Enforcement Tools and drafting notices	A / I / T A / I A / I A / I	
Knowledge	• Working knowledge of planning legislation	A / I / T		A / I / T	

			• Detailed knowledge of planning legislation and processes	
Skills	• Excellent numeracy and literacy skills • Highly developed interpersonal skills • Assertive and resilient • Tact and diplomacy • Negotiation skills • Capable of working with minimum supervision • Ability to work under own initiative • Excellent organisational skills • Excellent written communication skills • Intermediate MS Office Word, Excel and Outlook • Confident communicator at all levels • Effective research skills	A A/I A/I A/I A A A/I A A A/I A/I A		
Other	• Highly motivated and able to work efficiently and effectively • Valid full UK driving licence and access to a vehicle for work purposes	A A/E		

Assessment Legend:	A = Application	I = Interview	T = Test or Assessment	E = Evidence (e.g. certificate)