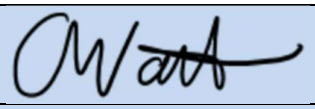
JOB DESCRIPTION

Job title	Planning Enforcement Officer		
Department	Planning		
Location	Unit 5 & Home working		
JE ID	274	**Date Last Evaluated**	January 2022
DBS Level Required	n/a		
Job Purpose	The post holder will investigate alleged breaches of planning control and take appropriate action. Process enforcement appeals and undertake duties relating to the provision of services within the Development Control section of the Planning department.		
Main Tasks performed	To investigate alleged breaches of planning control in a timely manner in order to positively impact on service delivery and ensure the continued delivery of high-quality services in line with the Council's policies and procedures. To play and active role in the efficient and effective operation of a busy Development Control section. To advise and guide less experienced staff. Maintain accurate and appropriate registers and records to facilitate the production of Performance Indicator statistics. Advise members of the public, Councillors, applicants and agents on planning related matters and enforcement issues including offering advice prior to the formal submission of planning applications. Prompt investigation of complaints against alleged breaches of planning control, the ability to negotiate changes, liaising with legal and other departments within the Council, preparing and serving of Enforcement notices. To prepare evidence and witness statements to secure prosecution and represent the Council in prosecutions at Magistrates and Crown court. To coordinate enforcement appeal work including preparation of statements and evidence and where appropriate attend informal hearings and public inquiries as an expert witness for the Council.		

	To carry out Health & Safety responsibilities in accordance with the Authority's Health & Safety policies. To carry out any other duties commensurate with the grade as reasonably requested by the manager. To comply with the Council's decarbonisation requirements to achieve net zero carbon emissions.
Resources *Items that are personally accountable to the post-holder. i.e. cash / cheques, plant/equipment, stock/materials buildings*	Laptop Mobile phone PPE
RESPONSIBILITY	
For People	No
For Finance	No
Communications	No
Decision Making	No
PERSONAL DEMANDS *Include here any unavoidable exposure to risk of mental / physical injury*	
Mental	-
Physical	Site visits – often to development sites and buildings in a poor condition.

PERSON SPECIFICATION		
Formal qualifications *You must state whether qualifications are 'essential' or 'desirable'*	Degree in Planning (or equivalent). Completion of 10 hour online Welsh Work course	Membership of the RTPI Welsh Language Level 2 to Level 5.
Technical skills required	Technical report writing skills. Working knowledge of Town Planning law and procedure.	

	Good negotiation skills. Must be articulate and numerate, with the ability to communicate clearly. Ability to provide expert, impartial professional advice to all customers. Good IT skills
Amount of experience required	Relevant experience in Planning Enforcement/Development Control.
Personality attributes required	Customer focussed, commitment to service improvement, competent, confident, articulate, enforcement experience.
Special requirements (i.e. car driver)	Driving Licence holder (current), car owner or access to car.
Head of Department signature	
Date	17/11/2026

RECRUITMENT PACKAGE TO BE OFFERED

Job Title:	Planning Enforcement Officer
Department:	Planning
Annual gross basic salary:	£38,510 - £42,123 (£23,106 - £25,274 pro rata: 22.2 hours/3 days a week)
Further Information	For an informal discussion about this role please contact: David Cross David.cross@merthyr.gov.uk
Hours of work:	22.2 (3 days a week)
Location:	Unit 5/home working
Special conditions:	None

disability confident LEADER

ARMED FORCES COVENANT CYFAMOD Y LLUOEDD ARFOG
EMPLOYER RECOGNITION SCHEME CYNLLUN CYDNABOD CYFLOGWYR
SILVER AWARD 2022 GWOBR ARIAN 2022

Cyngor Bwrdeistref Sirol MERTHYR TUDFUL
MERTHYR TYDFIL County Borough Council

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