



JOB PROFILE

SERVICE AREA	Planning – Development Management
JOB TITLE	Senior Planning Enforcement Officer
POST NUMBER	
GRADE	H
RESPONSIBLE TO	Team Leader / Corporate Manager / Director of Place
KEY LIAISON WITH	Development Management Team
JOB PURPOSE	To lead and implement the provision of a fair, efficient and quality Planning Enforcement service ensuring that all procedures are followed and achieving the highest possible standards with respect to customer service.
	2026

KEY CORPORATE ACCOUNTABILITIES	
1.	To work with colleagues to achieve service plan objectives/targets.
2.	To participate in Employee Development Scheme/Appraisals and contribute to the identification of your own and team development needs
3.	To actively promote the Council's Equal Opportunity Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
4.	To ensure full compliance with the Health and Safety at Work Act 1974 etc., the Council's Health and Safety Policy and all locally agreed safe methods of work.
5.	To fully understand and be aware of the commitment to Section 17 'Duty of the Crime and Disorder Act 1998 to prevent crime and disorder'.
6.	At the discretion of the Head of Service, such other activities as may from time to time may be agreed consistent with the nature of the job described above.



KEY SERVICE RELATED ACCOUNTABILITIES

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.

Special conditions of employment:

Attendance at evening meetings of Elected Members may be required in connection with the officer's duties and responsibilities. In addition there will be occasions when it is necessary for the holder of the appointment to attend other meetings and perform other duties outside normal office hours in order to carry out his/her work satisfactorily.

To provide an "on call" service at the request of Members, "Gold Commander" and the CEO or Head of Service to operate at bank holidays and weekends in order to deal with any major breaches of planning control that may arise.

This document is subject to review to reflect any changing operational needs of the service and the Council.



BRENTWOOD
BOROUGH COUNCIL





PERSON SPECIFICATION

JOB TITLE: Senior Enforcement Officer

DEPARTMENT: Planning – Development Management

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**

Method of Testing

1 = Application Form 2 = Interview 3 = Assessment Tests

Weighting of Criterion

1 = Low Importance 2 = Medium Importance 3 = High Importance

<u>Key Competencies and Behaviours</u>	How Measured 1 - 3	Weighting of Criterion 1 - 3
1. Skills and Abilities – Essential		
• Articulate and able to communicate reasoned arguments and analyse complex issues effectively both in writing and verbally to a wide variety of people.	2 & 3	3
• Ability to work independently and manage a diverse caseload	2	3
• Proven ability to work under pressure and achieve deadlines	2	3
• Proficient in the use of ICT including Microsoft applications and specialist systems	2	2
• The ability to influence, persuade and negotiate with a range of people in a tactful manner	2 & 3	3
• Strong analytical skills	3	2
• Demonstrable experience of utilising strong communication and negotiation skills and dealing with conflicts and difficult situations	3	3
• Willingness to share insight and knowledge to support the development of the team	2	3



<u>Key Competencies and Behaviours</u>	How Measured 1 - 3	Weighting of Criterion 1 - 3
• Self confident and motivated with enthusiasm and commitment to develop and provide a first class planning enforcement service • Ability to write accurate reports, statements of evidence clearly explaining the key determining issues, application of sound judgement and final decisions/recommendations • Adaptable and eager to meet new and complex challenges	2 2 & 3 2	3 3 3
1. Skills and Abilities – Desirable		
• Proven ability to meet targets and performance measures	2	2
• Ability to review and evaluate processes within the team and to implement changes where necessary	2	2
• Knowledge / experience of DMS preferably IDOX	1	2
2. Qualifications and Knowledge – Essential		
• Educated to A level or above	1	2
• Comprehensive and demonstrable knowledge of current Planning and Enforcement law, practice, and issues at a national and local level.	3	3
2. Special Knowledge – Desirable		
• Eligible for membership of relevant professional body	1	2
• Knowledge and understanding of local government	3	3



<u>Key Competencies and Behaviours</u>	How Measured 1 - 3	Weighting of Criterion 1 - 3
3. Experience – Essential		
Minimum 3 years experience within a Local Planning Authority planning enforcement role	1 & 2	3
Experience of leading investigation and preparing for prosecution of breaches of planning, including Listed Building and Conservation Area planning control	2 & 3	3
Experience in drafting enforcement notices (including PCNs, High Court Injunctions)	2 & 3	3
Experiencing in arranging, conducting and transcription of PACE interviews.	2 & 3	3
Experience /ability in leading, motivating and managing staff	2	3
3. Experience - Desirable		
Experience in other local authority enforcement role	1	2
4. Other Requirements – Essential		
A full driving licence is required and use of own transport	1	3
4. Other Requirements – Desirable		
Ability to work flexibly hours including being on call over weekends as required and occasional evening work.	2	3
5. Equality – Essential		
A firm commitment to the principles of equality and diversity in all aspects of the service's work.	1	3
5. Equality – Desirable		



<u>Key Competencies and Behaviours</u>	How Measured 1 - 3	Weighting of Criterion 1 - 3
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