

## Job Profile

Planning Enforcement Officer

Grade G

JE ID JE Number 50352070

Date: 30.04.2025



### About the Job

- This role contributes to the effective planning enforcement function of the Council. The post will work flexibly with our current Enforcement Officer as a member of the Enforcement and Regulation Service, and closely with our Conservation Officers, ensuring that the service delivers its statutory and other planning enforcement functions effectively, efficiently and in a customer focused manner.

### This is what we need you to do..

1. Undertake investigations following complaints received and carry out all planning enforcement related duties as required.
2. Maintain accurate records and update the planning enforcement register.
3. Draft expediency reports following an investigation with recommendations for action.
4. Work with the Council's legal teams to draft enforcement notices, and assist with any prosecutions or court proceedings.
5. Represent the Council and any appeal hearings
6. Undertake site visits to assess potential planning breaches.
7. Provide technical support for senior planning officers.
8. Assist members of the public on requests for information and give general planning advice.
9. Assist with post-decision matters such as discharge of conditions, advising on re-submissions and minor amendments.

### Special conditions

- You need to have access to reliable transportation or hold a current, full driving licence which is valid for driving in the UK.

### Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

### The ideal candidate will have...

## Experience

- Experience of processing enforcement cases and managing a caseload.
- Self-motivated and able to see tasks through to a successful conclusion, meeting and prioritising challenging deadlines whilst maintaining attention to detail.
- Demonstrable experience of working with other people and within a team to secure good outcomes within tight timescales.
- Experience of dealing with legal support, architects/agents, councillors, members of the public, developers, objectors and applicants.

## Knowledge, Skills and Understanding

- Knowledge and understanding of the planning system and the enforcement process.
- Demonstrable computer literacy and IT skills.
- Demonstrable report and evidence preparation skills.
- Evidence of effective analytical and problem-solving skills, with good attention to detail.
- Knowledge of business processes and operational issues relevant to the position.
- Self-motivated and able to see tasks through to a successful conclusion, meeting and prioritising challenging deadlines whilst maintaining attention to detail.
- Contributing successfully to effective team working, in a calm and relaxed manner, with the ability to prioritise workloads to meet deadlines.

## Behavioural Attributes

Aligns with our Values and Behaviours ([Available here](#))

Expected to perform at level 1 of Gloucester City Council's Behaviours Framework

## Education & Qualifications

### Essential

- **Educated to A Level**

We recognise the positive value of equality and diversity and pride ourselves on growing a high-performing workforce that is diverse, skilled, talented and represents the community it serves. We recruit the best person for the without regard to race, colour, religion or belief, age, nationality, ethnicity, gender, gender identity, gender expression, sexual orientation, marital status, veteran status, disability or caring responsibilities.; removing barriers to employment wherever we can.

