

Development and Economic Growth		
Development Management		
Person Specification		
Planning Enforcement Officer		
Grade LS 14-10	Post number: TBC	
ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	Visiting and dealing with the public, face to face, on the telephone and in writing. Handling sensitive or controversial cases.	Local Government experience related to a regulatory activity. Preparation of reports/legal notices/statements. Presentation skills.
QUALIFICATIONS	4 Passes at GCSE or equivalent (including Maths and English).	HND or equivalent in Town and Country Planning or related subject and/or appropriate professional membership.
SPECIALIST KNOWLEDGE AND SKILLS	Working knowledge of reading/interpreting plans and technical or legal documents. Able to conduct research and basic survey work including on site.	Knowledge of planning process and regulations.
IT SKILLS	Ability to use Microsoft office (Word, Excel, Outlook, Teams) and database/GIS applications. General word processing and data management skills.	Experience with IDOX database systems.
PERSONAL QUALITIES	Conscientious and assertive. Able to display sensitivity, tact and diplomacy when dealing with individuals.	Ability to work with the minimum of supervision. Flexible approach to working practices and willingness to work on own.

OFFICIAL

	Able to analyse problems and generate practical solutions within a regulatory/policy framework. Able to plan work and meet deadlines. Able to put over ideas and arguments in concise, effective convincing way in written and verbal communications.	Skilled at negotiating positive outcomes.
SPECIAL WORKING CONDITIONS	The organisation of normal working hours may vary to accommodate the requirements of the post. Able to undertake site visits regularly and at short notice, across land, buildings.	
OTHER	Full driving or motorbike licence. Access to a car/vehicle for work purposes.	
Prepared by: Andrew Cullen, Planning Manager - Development Date: August 2026		