

Role Description and Employee Specification

Job Title:	Planning Enforcement Officer	Location:	Coleford
Department:	Communities and Place	Service:	Planning Enforcement
Reports to:	Principal Planning Enforcement & Appeals Officer	Working Hours:	37
Salary:	£33,143 - £36,363	Grade:	7
Contract Type:	Permanent	Direct Reports:	N/A

Overall purpose of the Post:	<p>The purpose of this role is to:</p> <p>Join our Development Management Team. This role will support the Principal Planning Enforcement & Appeals Officer in identifying, investigating and seeking to resolve any breaches of planning control throughout the Forest of Dean.</p> <p>Add value to, and be a valued member of the team, and to be valued by customers.</p> <p>The post holder is responsible to maintain a safe working environment and ensure as reasonably practicable that safe working practices are adopted by employees within this work environment.</p> <p>Work in compliance with the Codes of Conduct, Regulations and policies of the Forest of Dean District Council.</p> <p>Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information;</p>
Key Tasks and Responsibilities:	<ul style="list-style-type: none"> • Support the Principal Planning Enforcement & Appeals Officer Enforcement Officer in identifying, investigation, resolving and monitoring of alleged breaches of planning • To seek to resolve through negotiation any breaches of planning control to safeguard the public and protect the environment of the Forest of Dean. • Maintain records of all investigations and ensure that any evidence is presented in a logical and coherent manner.

	<ul style="list-style-type: none"> • Make recommendations as to the appropriate course of action to address any alleged breach of planning and to undertake any necessary formal actions that arise through these investigations. • Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information • Working to add value to, and be a valued member of the team, and to be valued by customers <p>The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.</p>
<p>Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:</p>	<ul style="list-style-type: none"> • A minimum qualification equivalent to NVQ level 3 or A level, and/or three years relevant experience • GCSE Maths and English or equivalent to grade C/4 or higher • Ability to build customer relationships • Proven experience dealing with the public with excellent negotiation skills • Proven investigative and/or planning experience. • Knowledge and experience in assessing complex situations and carrying out inspections if and when required • Ability to remain calm and confident when dealing with challenging customers and environments • Ability to resolve complex issues by negotiation • Mentor and train colleagues, achieving results through others • Maintain accurate and up to date records • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes • Demonstrate commitment and resilience to succeed • Excellent written and verbal communication skills • Ability to manage time effectively • Competent in using a range of technology and software packages, including Microsoft and Teams
<p>Desirable Requirements Qualifications, Skills and Abilities:</p>	<ul style="list-style-type: none"> • Relevant recognised qualification - Planning technical qualification or equivalent experience • Experience of working in a planning office • Experience of dealing with legal issues including court prosecutions • Experience of working to P.A.C.E and R.I.P.A • Experience working with internal/external customers, partners/clients and elected members

	<ul style="list-style-type: none"> • Knowledge, understanding or experience of project management 		
General Accountabilities:	<ul style="list-style-type: none"> • The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. • Work in compliance with the Codes of Conduct, Regulations and policies of the Council. • To actively support the Council to reduce its carbon emissions and deliver climate resilient services and places 		
Special Conditions:	<ul style="list-style-type: none"> • You will be expected to work reasonable additional hours in line with the needs of the service. • There may be a requirement to work at other locations to meet the needs of the business. • Full UK Driving Licence. • Ability to travel / access to a vehicle for work purposes. 		
Date Reviewed:	11 th May 2026	Reviewed By:	Clive Reynolds
Checked by HRBP		Date of Issue:	