



ADUR & WORTHING  
COUNCILS

## Job Description & Person Specification

<b>Authority</b>	ADC / WBC
<b>Directorate</b>	Regenerative Development
<b>Post Title</b>	Senior Enforcement Officer
<b>Post Number</b>	44078
<b>Accountable to</b>	Development Management - Manager
<b>Leadership responsibility for</b>	Direct Reports - Planning Enforcement Officer
<b>Key leadership relationships</b>	<b>Internal:</b> Members of the Council, Chief Officers and all other appropriate Council officers and managers <b>External:</b> Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.
<b>Work style</b>	This role falls within the Blended Working Policy
<b>Last updated</b>	September 2025

# Job Description - Principal purpose of job (role summary)

Senior Planning Officer (Enforcement):

To manage the Enforcement service to lead and co-ordinate all investigations in connection with potentially unauthorised development in accordance with the Council's Planning Enforcement Policy & Guidance document (2020).

Following receipt of complaints to consider the appropriate course of action as set out in the Town and Country Planning Act 1990 and related legislation. This will include the following potential breaches of planning control:

- unauthorised development including building operations or uses of buildings or land;
- breaches of conditions imposed on planning permissions and consents;
- unauthorised advertisements on buildings or land;
- unauthorised alterations to Listed Buildings or demolition of buildings in Conservation Areas
- unauthorised works to trees protected by Tree Preservations Orders or within Conservation Areas;
- untidy and neglected land and buildings the condition of which adversely affects the amenity of the neighbourhood.

In assessing each case, having regard to whether

- There is a breach of planning control or not
- That the Council is able to take action having regard to the time limits set out in national legislation
- If further information is required, such as additional visits, including out of hours by officers including the post holder, or whether further information is required from the complainant
- It is possible for the breach to be acceptably remedied prior to any further action being taken, including the possibility of 'under enforcing' to achieve the desired result
- If planning permission would have been granted if a planning application had been made and consequently whether it is still expedient to enforcement action. The postholder is therefore expected to have a working knowledge of the policies of the Adur Local Plan and Worthing Local Plan

To have regard to Human Rights issues and General Data Protection Regulations (GDPR) in dealing with the above.

To organise regular liaison with the Council's Legal department to ensure that any decisions are taken in accordance with the correct legal and/or statutory processes

Where it is necessary to take further action to prepare the correct form of Notice including but not limited to as below:

- Enforcement Notice
- Breach of Condition Notice
- Planning Contravention Notice
- Temporary or Permanent Stop Notice
- Section 215 Untidy Site Notice

Where necessary, in consultation with the Development Management Manager, Head of Planning & Development and/or the Head of Legal Services to prepare reports in respect of any breach either under delegated powers or for consideration by the Adur or Worthing Planning Committees.

Where considered necessary by the Development Management Manager to act as the case officer for retrospective planning applications that have been submitted as a direct result of the investigation of a complaint.

Where the investigation of a case cannot be satisfactorily resolved to prepare relevant evidence in the event that the Council proceeds to prosecution and to attend Court when required to present the Council's case.

To supervise and manage the work of the other Enforcement Team Member(s)

As councils, we are committing to a new operating model which will bring digital and data into the heart of the organisation. As a leader in the organisation we will ask you to champion this shift and to ensure that your own practice and your service is demonstrably adopting new ways of working.

As a leader within our organisation you will embrace and bring to life our three core principles - resilience, adaptability and participation - embedding them in the daily working practices of the team.

You will be responsible for developing effective joint working teams from across the organisation for missions based work, ensuring you have the right people to deliver the required outcomes and ensuring:

- Collaborative practice
- Clear communication
- Clear definition of tasks and responsibilities
- Clear goals, objectives and strategies
- Recognition of and respect for the competence and contribution of each team member
- Competent leadership

## **Main duties, tasks and responsibilities of post holder**

<b>Leadership responsibilities</b>
Create a culture of adaptivity and creativity, setting the direction by role modelling our behaviours and principles
Work to make teams more representative of the communities they serve in terms of equalities and inclusion
Build strong working relationships and embed a culture of genuine collaboration and partnership working across the organisation
Provide positive and inclusive leadership - acting with openness, honesty and integrity and instilling a clear sense of direction, priority and pace whilst ensuring that any concerns are addressed promptly
Bring creativity and innovation to problem solving with your team - co-create a range of imaginative solutions or options, identifying the risks associated with each option
Drive your team's focus on delivering a quality and committed service and gather the data needed to provide effective performance management and development

Develop effective multi disciplinary teams for missions focused work, ensuring you have the right people from across the organisation to deliver the required outcomes

Provide an excellent employee lifecycle experience, including onboarding, quality conversations and appraisals and development opportunities. You will undertake an investigatory management role or hearing manager role in regards to employee relations cases, working to uphold our Council's values and behaviours.

Promote the service and Councils positively at all times

### **Role specific Duties and responsibilities**

Include here any required participation in on call rotas for the role - eg. the Out of Hours rota in Housing

Effectively deal with all complaints in connection with unauthorised development including unauthorised development including building operations or uses of buildings or land, breaches of conditions imposed on planning permissions and consents, unauthorised advertisements on buildings or land, unauthorised alterations to Listed Buildings or demolition of buildings in Conservation Areas, unauthorised works to trees protected by Tree Preservations Orders or within Conservation Areas, untidy and neglected land and buildings the condition of which adversely affects the amenity of the neighbourhood.

Manage the work of the Planning Enforcement team to assist with the investigation of the above complaints

Prepare and present reports to the Planning Committee and/or Development Management Manager recommending enforcement action or prosecution action where appropriate

Deal with enforcement related applications for planning permission, listed building consent and consent to display advertisements and ensuring that statutory requirements and the Council's administrative procedures are followed;

Deal with matters concerning the implementation of planning permissions, including details pursuant to conditions and covenants in legal agreements/obligations, and the enforcement thereof.

Prepare written evidence relating to appeals against the Council's decisions;

Prepare and present evidence at informal hearings, public inquiries and at court hearings

Provide advice to Planning Officers and Planning Technicians on enforcement matters

To undertake such other duties as may be required from time to time within the grading and competence of the postholder;

To be the lead officer in considering the most appropriate course of action in the consideration of all complaints

To maintain and update the Council's Planning Enforcement Policy and Guidance in accordance with current legislation and best practice

To undertake such other duties as may be required from time to time within the grading and competence of the postholder;

Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies those relating to Customer Care and Equal Opportunities

Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#) .

## Person Specification:

The core skills and competencies below are taken from our organisational [Skills and Competencies Framework v1.0](#) and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.

<b>Participative</b>	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the <a href="#">Participation Skills &amp; Competencies</a>.</p>
<b>Adaptive</b>	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges &amp; opportunities to be able to adapt to change around you</p>
<b>Resilient</b>	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>
<b>Leadership</b>	<p>Be open to coaching approaches to support others in finding solutions to problems</p> <p>Role model the principles above to inspire others to demonstrate positive behaviours</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others</p>
<b>Manager Competencies</b>	<p>Take a strategic approach to managing policy development, financial resources, and evaluate risks in order to mitigate against them.</p> <p>Be agile in decision making and adopt an open mindset to managing change in different settings, and be able to reflect on your own performance and that of others in order to drive improvement.</p> <p>Facilitating the contributions of others to a range of outward facing activities and adopt a storytelling approach to sharing good practice.</p> <p>Use a range of different communication skills to share your vision and influence others, while using the organisation's governance processes to work with Members effectively</p>

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Eligible for or Member of the Royal Town Planning Institute (RTPI) either by qualification or related work experience	Qualified to degree level in a planning related degree or postgraduate qualification
<b>Knowledge</b>	<p>Demonstrable knowledge of the Planning Acts, Regulations and relevant knowledge of associated legislation such as Housing, Environmental Health and Highways.</p> <p>Demonstrable knowledge of Local Plan policies and Supplementary Planning Guidance.</p> <p>Demonstrable knowledge of National Planning Guidance.</p>	<p>Understanding of design and construction</p> <p>Understanding of factors affecting the natural and built environment.</p> <p>Some management experience supervising the work of more junior staff.</p>
<b>Experience</b>	<p>Experience of supervising staff.</p> <p>Experience within the Enforcement section of a planning department.</p>	Experience within a Planning Department, including dealing with complaint related planning applications.
<b>Communication</b>	<p><b>Internal:</b></p> <p>Ability to work as part of a team</p> <p>Ability to communicate clearly to other colleagues and Councilors</p> <p><b>External:</b></p> <p>Ability to communicate clearly</p> <p>Ability to deal diplomatically and sensitively</p> <p>Ability to work on own initiative</p> <p>High standards of comprehension and accuracy</p> <p>Ability to assess different complex situations and points of view in a balanced and objective manner</p> <p>Confident in decision making</p> <p>Understanding and managing constraints</p>	

	<p>Very good planning and organising ability</p> <p>Adaptability and flexibility</p>	
<b>Relationship Building</b>	Ability to make difficult and unpopular decisions and give unpopular advice to planning assistants.	
<b>Analytical</b>	<p>Very good planning and organising ability.</p> <p>Adaptability and flexibility.</p>	
<b>Planning/ Organising</b>	As above	
<b>Other requirements</b>	<p>Valuing kindness and compassion in the workplace</p> <p>Acceptance of political restriction (if applicable)</p> <p>Ability to work with complexity and ambiguity</p> <p>Able to travel within the Adur and Worthing Districts</p> <p>Ability to access land and building sites as part of the normal duties of the post.</p>	

**Job description & Person Specification agreed by:**

<b>Post holder (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	