

# JOB DESCRIPTION



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

**JOB TITLE:** Enforcement Officer (Licensing and Planning)

**REFERENCE:** CE210

**SALARY SCALE:** Scale 5 (scp 16–19) £29,572 to £31,067 per annum

**HOURS OF WORK:** 37 Hours Per Week

**POST NO:** C130

**SERVICE AREA:** Legal Services

**RESPONSIBLE TO:** Head of Legal and Democratic Services

**RESPONSIBLE FOR:** -

**JOB PURPOSE:** To undertake inspections and monitoring, and the investigation of complaints relating to breaches of planning control and complaints relating to Council duties and also individuals and premises licensed under the auspices of the Licensing Committee (Alcohol, hackney and private hire, gambling and scrap metal).

## KEY RESULT AREAS:

- To carry out planning enforcement duties in liaison with the Senior Planning Officer – Enforcement.
- To carry out site visits on a regular basis to ensure compliance with planning approval conditions.
- To record and investigate complaints and other information relating to breaches of planning legislation including site visits.
- To prepare and serve appropriate legal notices and attend court to give evidence as required.
- To assist with the preparation of planning and enforcement appeal documents for submission to the Planning Inspectorate in consultation with the Senior Planning Officer – Enforcement.
- To prepare enforcement reports to committee on a regular basis.

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- To attend Committees, working groups, outside bodies as required.
- To inspect and monitor premises and personal licences licensed by the Council under the auspices of the Licensing Committee. A reasonable proportion of this work will require to be undertaken during unsocial hours in the late evening and at weekends in accordance with a devised rota.
- To assist in issuing licences and liaising with and dealing with complaints relating to licence holders.
- To undertake routine 'medium' and 'low' risk inspections of licensed premises.
- To prepare associated correspondence and maintain full and accurate records.
- To assimilate licensing legislation and guidance into local working documents, policies and procedures under the direction of the Head of Legal and Democratic Services.
- To implement a risk based inspection programme, generate standard inspection pro-forma's and standard letters under the direction of the Head of Legal and Democratic Services.
- To collect and present evidence in relation to breaches of relevant legislation, terms and conditions to meet requirements of the Police and Criminal Evidence Acts and associated Codes of Practice.
- To liaise with other responsible authorities for example Police, Trading Standards, Building Control, Fire Authority and Social Services.
- To update and maintain appropriate premise files and computer system records.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

**Signed**

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**Date**

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**Name (Print)**

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Revised May 2023

# PERSON SPECIFICATION



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ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
<b>Qualifications</b>		
Five GCSEs at Grade C (equivalent to the new grade 4) or above, including Maths and English.		Application Form
Current full driving licence and car for work purposes.		Application Form
<b>Experience</b>		
Experience of dealing with the public on a face-to-face basis.		Application Form/ Interview
Experience of working unsupervised and under own initiative.		Application Form/ Interview
	Previous experience of working with an enforcement or investigative role.	Application Form/ Interview
<b>Skills/Knowledge</b>		
Good verbal and written communication skills.		Application Form/ Interview
General awareness of health and safety legislation.		Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
<b>Skills/Knowledge</b>		
Access to a vehicle in order to be able to cover premises in outlying areas.		Application Form/ Interview
	Basic IT skills e.g. word processing, data entry/viewing.	Application Form/ Interview
	Knowledge of legislation relating to planning and licensing. Willingness to undertake appropriate training.	Application Form/ Interview
<b>Additional</b>		
Ability to prioritise and organise own workload.		Application Form/ Interview
Ability to command respect and enforce in an even handed manner.		Application Form/ Interview
Thorough and conscientious approach to work.		Application Form/ Interview
Able to work unsocial hours.		Interview
Tactful and diplomatic approach.		Interview