



Ribble Valley
Borough Council
www.ribblevalley.gov.uk



Excellent pension scheme



Training and development



Generous annual leave entitlement



Christmas leave



Flexible working hours



Annual pay review



Employee assistance programme



Family friendly policies



Staff discount at Ribblesdale Pool

Part Time Enforcement Officer (Licensing and Planning) (Job Share) Council Offices - Clitheroe

Reference: CE219

Pay: Scale 5 (scp 16-19) £30,518 to £32,061 per annum pro rata

Hours: 18.5 Hours Per Week

Wednesday afternoons, Thursday and Friday all day

We are looking to appoint an Enforcement Officer (Licensing and Planning), working within the Chief Executive's directorate. In this role you will

- enforce planning regulations and investigate breaches of planning permissions granted.
- investigate complaints and carry out spot checks.
- prepare reports on your findings and if necessary, issue notifications of your findings to interested parties.
- ensure premises and businesses in the Ribble Valley are compliant with the Licensing Act 2003.

You should be a competent IT user, have a methodical and conscientious approach to your work and be able to communicate well with members of the public – both in person and in writing. You will also need a full driving licence and access to a vehicle.

If you would like an informal discussion about this role, contact Mair Hill (Head of Legal and Democratic Services) on 01200 425111.

Join us to receive a host of benefits such as flexible working hours (flexitime scheme in operation), generous leave entitlement, occupational pension scheme and training/development opportunities.

Closing date: Monday 4 May 2026

Interview date: Monday 11 May 2026



Guaranteed interview if all essential criteria are met.

We are an equal opportunity employer and applications are welcome from all minority groups.



To apply online: ribblevalley.gov.uk/jobs

Other ways to apply: For a paper application pack, send your contact details and vacancy reference number to HR@ribblevalley.gov.uk or call 01200 414596 (24-hour answerphone)

Reasonable adjustments: For any part of the recruitment process, please email us or provide further information on your application form.

Right to close early: We reserve the right to close job vacancies before the deadline, so please apply early to avoid disappointment.