

Job Description



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Directorate	Chief Executive
Service area	Legal Services – Enforcement

Post Details	
Job title	Enforcement Officer (Licensing and Planning)
Post number	C130
Vacancy reference	CE219
Scale	Scale 5 (scp 16–19) £30,518 to £32,061 per annum pro rata
Contract	Permanent – Job Share
Location of work	Legal Services
Directly responsible to	Head of Legal and Democratic Services
Directly responsible for	N/A
Hours	18.5
JE reference	GLPC
Primary purpose and scope of the job	
<p>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).</p>	
Working Relationships	
<ol style="list-style-type: none">1. Officers/cross department including Director/Head of Planning/Head of Environmental Health/Legal2. Complainants/landowners/occupiers3. Licence holders4. Police5. Lancashire County Council officers6. Ribble Valley Safety Advisory Group	

Key Tasks and Responsibilities

- 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.
- 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

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Mair Hill
Role	Head of Legal and Democratic Services
Date Revised	14 April 2026

Person Specification



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Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

Job title	Enforcement Officer (Licensing and Planning) (Job Share)
Post number	C130
Vacancy reference	CEXXX
Scale	Scale 5 (scp 16-19) £30,518 to £32,061 per annum pro rata
Directorate	Chief Executive
Service area	Legal Services – Enforcement

Criteria

Experience		
Experience of dealing with the public on a face-to-face basis.	A/I	E
Experience of working unsupervised and under own initiative.	A/I	E
Previous experience of working with an enforcement or investigative role.	A/I	D
	A/I	E

Skills and Abilities		
Good verbal and written communication skills.	A/I	E
General awareness of health and safety legislation.	A/I	E
Ability to prioritise and organise own workload.	A/I	E
Ability to command respect and enforce in an even handed manner.	A/I	E
Thorough and conscientious approach to work.	A/I	E

Able to work unsocial hours.	A/I	E
Tactful and diplomatic approach.	A/I	E
Basic IT skills e.g. word processing, data entry/viewing.	A/I	D
Knowledge of legislation relating to planning and licensing. Willingness to undertake appropriate training.	A/I	D

Education, Qualifications and Knowledge		
Five GCSEs at Grade C (equivalent to the new grade 4) or above, including Maths and English.	C	E
Current full UK driving licence and access to vehicle in order to be able to cover premises in outlying areas.	C	E

Other requirements		
	A/I	E

Methods of Assessment Key		
A Application Form	I Interview	C Certificate
T Test	P Presentation	AC Assessment Centre

Review Arrangements
The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Mair Hill
Role	Head of Legal and Democratic Services
Date Revised	14 April 2026