



## Role Description and Employee Specification

<b>Job Title:</b>	Enforcement Monitoring Officer	<b>Location:</b>	Witney
<b>Department:</b>	Development Management	<b>Directorate:</b>	Governance and Regulatory Services
<b>Reports to:</b>	Principal Planner for Enforcement and Appeals	<b>Working Hours:</b>	37
<b>Salary:</b>	£32,952	<b>Peer Group:</b>	PGI13
<b>Business World Post Number:</b>	New Post	<b>Job Group:</b>	Level 2 Case and Field Worker
<b>Contract Type:</b>	Permanent	<b>Direct Reports:</b>	N/A

<b>Overall purpose of the Post:</b>	As a Planning Enforcement Monitoring Officer, you will play a key role in investigating alleged breaches of planning control and ensuring that developments comply with planning regulations. You'll balance the need for effective enforcement with sensitivity to the needs of residents, businesses and the environment.
<b>Key Tasks and Responsibilities:</b>	<ul style="list-style-type: none"> <li>Support the Senior Enforcement Officer in investigation and monitoring of alleged breaches of planning</li> <li>To seek to resolve through negotiation any breaches of planning control to safeguard the public and protect the environment of the West Oxfordshire.</li> <li>Maintain records of all investigations and ensure that any evidence is presented in a logical and coherent manner.</li> <li>Make recommendations as to the appropriate course of action to address any alleged breach of planning</li> <li>Conduct routine inspections or audits of facilities, operations, or documents to ensure compliance with relevant laws and regulations.</li> <li>Review records, permits, licenses, and operational practices.</li> <li>Monitor activities and report any breaches or non-compliance.</li> <li>Investigate potential violations or complaints reported by the public or internal sources.</li> <li>Collect, preserve, and analyse evidence (e.g., documents, samples, interviews).</li> <li>Prepare case files for possible enforcement actions or legal proceedings.</li> <li>Issue notices of violation, citations, or penalties as appropriate.</li> <li>Work with legal teams or prosecutors to pursue enforcement through administrative or judicial channels.</li> <li>Attend hearings or court proceedings as a witness or representative.</li> <li>Educate and advise businesses, individuals, and internal departments on compliance requirements.</li> <li>Develop and deliver training sessions or outreach programs.</li> <li>Support the development of internal compliance programs and corrective actions.</li> <li>Maintain accurate and up-to-date records of inspections, investigations, and enforcement activities.</li> <li>Write detailed reports and compliance assessments.</li> </ul>

	<ul style="list-style-type: none"> <li>Compile statistics and prepare summaries for management or public reporting.</li> <li>Assist in drafting or revising regulatory policies, procedures, and standards.</li> <li>Stay updated on changes to legislation, regulations, and best practices.</li> <li>Recommend improvements to enforcement and compliance processes.</li> <li>Liaise with external stakeholders, including other agencies, industry groups, or community members.</li> <li>Serve as a point of contact for compliance-related queries and concerns.</li> </ul> <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>
<b>Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:</b>	<ul style="list-style-type: none"> <li>A minimum qualification equivalent to NVQ level 3 or A level, and/or three years relevant experience</li> <li>GCSE Maths and English or equivalent to grade C/4 or higher</li> <li>Ability to build customer relationships</li> <li>Knowledge and experience in assessing complex situations and carrying out inspections if and when required</li> <li>Ability to remain calm and confident when dealing with challenging customers and environments</li> <li>Ability to resolve complex issues by negotiation</li> <li>Mentor and train colleagues</li> <li>Maintain accurate and up to date records</li> <li>Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes</li> <li>Demonstrate commitment and resilience to succeed</li> <li>Excellent written and verbal communication skills</li> <li>Ability to manage time effectively</li> <li>Competent in using a range of technology and software packages, including Microsoft and Google</li> </ul>
<b>Desirable Requirements Qualifications, Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Relevant recognised qualification</li> <li>Knowledge and experience of working in a public sector organisation</li> </ul>
<b>General Accountabilities:</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Work in compliance with the Codes of Conduct, Regulations and policies of the council.</li> <li>Safeguarding – The Council/Publica is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities.</li> <li>To support the response to a major incident, including taking up a designated role within the emergency management framework.</li> <li>To support the Chief Executive/Returning Officer in administering election responsibilities</li> </ul>
<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>You will be expected to work reasonable additional hours in line with the needs of the service.</li> <li>There may be a requirement to work at other locations to meet the needs of the business.</li> <li>Full UK Driving Licence.</li> <li>Ability to travel / access to a vehicle for work purposes.</li> <li>Politically restricted postholders are restricted from canvassing on behalf of a political party or for a person who is, or seeks to be, a candidate for election to a local authority, the House of Commons, or the European Parliament.</li> </ul>

<b>Date Reviewed:</b>	July 2025	<b>Reviewed By:</b>	Abby Fettes
<b>Checked by HRBP</b>	Kathryn Dowell	<b>Date of Issue:</b>	August 2025