



Job description			
Job title	Senior Enforcement Officer (Planning)		
Grade	K		
Directorate	Regeneration & Economic Development		
Service/team	Planning		
Accountable to	Development Management Group Manager		
Responsible for	Enforcement Officer Development Monitoring Officer		
JE Reference		Date Reviewed	February 2026

### Purpose of the Job

To take the lead in investigating and resolving alleged breaches of planning control and to provide leadership to the S106 Enforcement Officer and Conditions Monitoring Officer. To work collaboratively with other colleagues across the Council to ensure appropriate and effective resolution to serious breaches of planning related enforcement issues and post development monitoring (Conditions & developer contributions).

### Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To take the lead in investigating and resolving allegations of breaches of planning Control. To work flexibly as part of the corporate enforcement resource to achieve service and corporate priorities on enforcement matters.
2. Collection of evidence on breaches of planning control and other relevant legislation including appropriate documentation such as appeal statements or witness statements, appearing as the Council's expert witness in enforcement appeals and preparing and giving evidence in court.
3. Preparation and presentation of reports to Planning Committee or for action under delegated powers as required.



4. Must demonstrate a keen commitment to customer care, displaying flexibility in approach to work to achieve service and corporate priorities.
5. To lead and manage the Enforcement Officer and Development Monitoring Officer, delegating workload, setting targets, monitoring performance, appraisals, and recruitment, whilst also managing annual leave, flexible working, sickness, discipline and expenses claims for the teams. Responsible also for the training, coaching and mentoring of officers.
6. Working with the Development Monitoring Officer, to monitor and secure compliance with planning conditions as appropriate, working closely with other planning and legal colleagues to find solutions.
7. Working with the Development Monitoring Officer to proactively monitor agreements made under S106 of the Town and Country Planning Act (or subsequent legislation) to ensure efficient collection of monies and other obligations.
8. To ensure that the team responds efficiently and effectively to enquiries and complaints.
9. To effectively use and interpret maps and plans and use of all appropriate IT packages in order to work effectively.
10. Undertaking site visits connected with the delivery/service of statutory documents and the display of Site Notices.
11. To work with elected members, Council Officers and the Council's partners to develop the work of the team, to meet service and business plan priorities/targets.
12. To keep abreast of changing legislation and guidance relating to enforcement procedures and practices. To deliver training to colleagues as necessary in this regard.
13. To use IT systems required in connection the post, including databases, word processing, Geographical Information Systems and other relevant programmes.

### Knowsley Better Together – Staff Qualities



### Health and Safety



- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.