



Person Specification			
Post title	Senior Enforcement Officer (Planning)	Grade	K / £39,862 - £41,771 per annum

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Significant experience in a role that involves investigative work and customer contact.	A, I
S2	Experience of working in planning enforcement or development management planning teams	A, I
S3	Ability to present clear and concise written documents and reports	A, I
S4	Experience of caseload management and assessment, to work in a role with a number of high-pressure competing demands	A, I
S5	Experience of undertaking site investigations/ observations	A, I
S6	Ability to motivate, lead and manage a team in the delivery of an effective and efficient service, capable of achieving deadlines and performance standards	A, I
S7	Proven ability to work effectively in a political environment and establish effective working relationships with Elected Members, the public and community bodies.	A, I
S8	Ability to represent the Council and Service at both internal and external meetings	A, I
S9	Experience in use of Microsoft Office and other IT packages	A, I
S10	Accomplished analytical and problem-solving skills, with good attention to detail.	A, I
S11	Ability to present clear and concise written documents and reports	A, I
S12	Experience in use of Microsoft Office and other IT packages	A, I
Personal attributes and circumstances		
P1	You must adhere to the "Knowsley Better Together" staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		
C1	The ability to speak fluent English	I

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C2	Excellent communication and negotiation skills, including ability to resolve conflict in difficult situations	A, I
Qualifications		
Q1	A minimum of 5 GCSE passes at grade 4 or higher (equivalent to a C or above) or equivalent qualification including maths and English	A, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview

P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours.
- Attitudes to use of authority and maintaining discipline

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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