



Job description			
Job title	Planning Enforcement Officer		
Grade	J		
Directorate	Regeneration & Economic Development		
Service/team	Planning		
Accountable to	Senior Planning Enforcement Officer		
Responsible for	None		
JE Reference		Date Reviewed	March 2026

Purpose of the Job

The Planning Enforcement Officer is part of the wider Development Management team and is responsible for investigating and pursuing breaches of Planning Control in accordance with Council's adopted Planning Enforcement Plan and National Planning Guidance.

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 presentation of evidence at Inquiries and Court Hearings if required. (sometimes working outside normal office hours.)
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. Monitoring and securing compliance with planning conditions as appropriate, working closely with other planning and legal colleagues to find solutions.
6. Contribution to the production and implementation of Corporate and Directorate initiatives/programmes relating to enforcement
7. To effectively use and interpret maps and plans and use of all appropriate IT packages in order to work effectively.
8. Undertaking site visits connected with the delivery/service of statutory documents and the display of site Notices.
9. Liaison with colleagues from other Teams within the Council and other key stakeholders to develop the work of the team, to meet service and business plan priorities/targets.
10. To keep abreast of changing legislation and guidance relating to enforcement procedures and practices. To deliver training to colleagues as necessary in this regard.
11. General administrative work commensurate with the post/grade and to undertake additional duties in support of other colleagues to cover for example periods of leave/fluctuations in workload.
12. Proactive monitoring of agreements made under S106 of the Town and Country Planning Act (or subsequent legislation) to ensure efficient collection of monies and other obligations.
13. As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions “is good” because they want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.



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.