



Person Specification		
Post title	Planning Enforcement Officer	Grade J
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	Experience in planning or enforcement, development management or other related discipline which involves investigative work and customer contact.	A/I
S2	High level of written/oral communication and negotiation skills	A/I
S3	Ability to present clear and concise written documents and reports	A/I
S4	Experience in use of Microsoft Office and other IT packages	A/I
S5	Ability to deal with all aspects of the job with diplomacy, maturity and persistence. To have a flexible approach to the competing demands of enforcement and development management and improved ways of working	A/I
S6	Developed interpersonal skills with an emphasis on customer care.	A/I
S7	Ability to work flexibly and under pressure to meet deadlines and service priorities – including, on occasion, some out of normal hours' work.	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
Qualifications		
Q1	A full drivers license and access to a vehicle	A, I
Q2	A minimum of 5 GCSEs at 9-4 / A-C or equivalent	A

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

January 2026





Knowsley Council

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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