

# Technical Officer (Planning and Other Obligations)

# Applicant Recruitment Pack

Sefton is a really great place to live and work

# Welcome

Hi,

We would like to thank you for your interest in the Technical Officer (Planning and Other Obligations) role within Sefton Council's Planning Technical Support Team.

This is an exciting and rewarding opportunity for someone who thrives on being organised, is approachable and wants to be at the heart of a busy and varied working environment.

You'll play a key role in keeping things running smoothly, bringing structure where it's needed, offering a warm and supportive presence, and approaching every task with professionalism and a positive, can-do attitude.

As a person, if you're someone who enjoys a varied workload and takes pride in delivering high-quality support, and brings energy, adaptability, and a genuine passion for making a difference, we'd be delighted to hear from you.

The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

If, when you've finishing reading this pack, you like what you see, and Sefton's Vision and Values align to yours then we can't wait to hear from you.

Best of luck!

Debbie Robinson  
Service Manager – Technical Support



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## About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.

## Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

## Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also

achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at [www.sefton.gov.uk](http://www.sefton.gov.uk)

## An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.



For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

## Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression,

strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

### What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:

- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

### **Annual Leave and Work-Life Balance**

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.

### **Learning, Development and Career Progression**

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

### **Health, Wellbeing and Support**

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

### **Family-Friendly and Inclusive Policies**

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.

## Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

## Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

## About the Role

This role focusses on:

- investigation, monitoring, reporting and presenting updates on Planning and other Obligations including the introduction and maintenance of systems for the collection of the Building Safety Levy;
- providing technical advice and support to the Planning Service including the delivery of technical planning, geographical, electronic, performance, financial and administrative information and support; and

The key responsibilities include:

- To investigate, monitor, report and present updates on Planning and other Obligations.
- To provide technical advice and support to the Planning Service including the delivery of technical planning, geographical, electronic, performance, financial and administrative information and support
- To work with developers, other Council departments, Councillors and members of the public in the discharge and application of planning and other obligations.

- To undertake responsibilities in a professional and flexible manner with a focus on customer care and value for money.

We are looking for an enthusiastic and detail-oriented person who is readily able to take responsibility for the set-up, administration and collection of the Building Safety Levy and other obligations within Sefton. Experience of understanding financial systems and accounting procedures together with knowledge of the planning and building control processes would be an advantage.

You will be instrumental in creating management and monitoring information that helps drive strong performance and ensure that statutory obligations are fulfilled. This is a great opportunity to take up a dynamic role within a supportive team enabling the regeneration of Sefton.

Please see **Appendix A (page 10)** for a full copy of the Job Description and Person Specification.

## Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

### 1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

### 2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

### 3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

### 4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

### 5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

### 6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.

- Provide examples that demonstrate these effectively.

### **7. Check Your Application Carefully**

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

### **8. Submit Your Application Before the Deadline**

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

### **9. Prepare for Potential Next Steps**

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

## **Application and Selection Information**

The closing date for this vacancy is **Sunday 19<sup>th</sup> April 2026** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **between 6 – 8<sup>th</sup> May 2026**

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

**Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.**

## Appendix A – Job Description and Person Specification

Department: Regeneration & Housing      Location: Magdalen House

Section: Technical Support

Post Title: Technical Officer – Planning and Other Obligations

Grade: Grade H

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RESPONSIBLE TO: Technical Support Manager

RESPONSIBLE FOR: Technical Assistant

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### Job Purpose

To investigate, monitor, report and present updates on Planning and other Obligations.

To provide technical advice and support to the Planning Service including the delivery of technical planning, geographical, electronic, performance, financial and administrative information and support

To contribute to the effective and efficient operation of the Planning Service ensuring appropriate legislation and policy guidance is taken into account in any decision making.

To work with developers, other Council departments, Councillors and members of the public in the discharge and application of planning obligations.

To undertake responsibilities in a professional and flexible manner with a focus on customer care and value for money.

### Main Duties

1. Develop, maintain, analyse and interpret computer-based information/data and monitoring systems, including Geographic Information Systems (GIS), to ensure effective service delivery and quality, accessible information for the Service, in relation to planning and other obligations.
2. To ensure that planning obligations secured through legislative procedures are delivered, managed and maintained in accordance with agreements and or statutory requirements. This will include undertaking site visits to ensure on-site obligations are delivered.

3. To collect, account for and report on any financial contributions secured through S106 and other Obligations including income, commitments and expenditure.
4. To liaise with relevant Council departments, and Councillors, to prioritise the spending of financial contributions secured through agreements and to ensure that expenditure is in accordance with legal and regulatory requirements.
5. To present updates to Members and Government in respect of Planning and other Obligations
6. Prepare reports, data, charts, maps, illustrations and other technical information to present findings in relation to the progress of planning and other obligations.
7. Assist with the preparation and implementation of policies and programmes to guide the Local Plan and associated documents as part of the Council's development and regeneration strategies, including undertaking surveys and research, collection of geographic and planning data, and the design and preparation of reports and other documents.
8. Represent the Service as required at Committees, inter-departmental/working groups and other internal/external groups.
9. Provide guidance, direction and training to other staff
10. To work flexibly as a resource for Planning Services responding to changing demands on the Service to ensure service delivery and timeliness and quality decision making.
11. To work effectively within and beyond the service demonstrating the highest standards of customer care.

### General

This Job Description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

Prepared by: Debbie Robinson

Designation: Technical Support Manager

Date: July 2024

## PERSON SPECIFICATION

## POST: Technical Officer – Planning and Other Obligations

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL (E) OR DESIRABLE (D)	HOW ASSESSED
<b>Qualifications</b>		
1. A relevant degree including a component of data and geographical analysis or equivalent	D	AF,C
<b>Experience</b>		
1. Relevant experience in a similar field	E	AF,I
2. Practical experience of using Access, Excel and/or other data related software	E	AF/I
3. Practical experience with Geographic Information Systems (GIS) computer software	E	AF/I
4. Experience of using graphic software (e.g. powerpoint)	D	AF/I
5. Experience of using planning or similar data, its analysis, monitoring and interpretation	E	AF/I
6. Experience of working with financial budgets and managing payments	E	AF/I

<b>Knowledge/Skills/Aptitude</b>		
1. A high standard of numeracy and literacy	E	AF/I
2. Understanding of database design and application	D	AF/I/P
3. General knowledge of the statutory town planning system and statistical information sources relevant to the planning process	E	AF/I/P
4. Good understanding of GIS concepts	E	AF/I/P
5. Ability to understand and interpret information presented in plans and maps	E	AF/I/P
6. Graphical presentation skills	E	AF/I/P
7. Data collection skills including survey work	E	AF/I
8. Data analysis, monitoring and interpretation skills	E	AF/I
9. Ability to present complex data and quantitative analysis with clarity in both written reports and verbally	E	AF/I
10. The ability to engage in professional manner with a range of professionals, Councillors and members of the public	E	AF/I
11. Good verbal and written communication skills	E	AF/I/P
12. A positive approach to career development	E	AF/I
<b>Special Requirements</b>		
Ability to distinguish full range of colours	E	AF/I
Ability to carry out site inspections	E	AF/I
Driving licence	D	AF

KEY: AF = Application Form, C = Certificate, P = Presentation, I = Interview

