


GLPC Job Description

	Job Title	Infrastructure Planning Manager
	Directorate	Neighbourhoods and Regeneration
	Department	Inclusive Regeneration and Employment
	Grade	PO8
	Reports to	Head of Regeneration
	Staffing Responsibility	Infrastructure Planning Team (full line management of 4 direct reports) 1x Principal CIL & S106 Planning Officer 1x Principal Development Officer 2x Career Grade CIL S106 Planning Officers

Job Purpose:

- To lead and manage the Infrastructure Planning Team to make a significant contribution to the regeneration of the borough, through the innovative and practical development and application of infrastructure planning policies.
- To lead and manage the Infrastructure Planning Team to effectively secure, collect and deploy S106 planning obligations, CIL and other funding mechanisms, and thereby maximise CIL and s106 income, and ensure value for money for CIL and s106 expenditure.
- Through the development and management of a new Infrastructure Delivery Plan, to ensure that regeneration and growth in the borough is planned, financed and delivered in line with the Brent Local Plan, Borough Plan, and capital investment priorities.
- To plan and make all preparations for the implementation of the new Building Safety Levy (Autumn 2026) including use of new burdens grant funding and development of systems and processes to ensure effective local revenue collection and returns to central government.

Principal Accountabilities and Responsibilities:

1. Make a positive contribution to the delivery of the service, this will include working flexibly and positively to achieve the objectives of the council
2. Manage and lead Infrastructure Planning Team staff to achieve high performance and effective operational delivery, including developing and improving staff capability
3. Manage a customer focused service and the effective use of staff resources and budgets
4. Play a critical role in ensuring the council's priorities are delivered through the timely securing, collection, recording, allocation and spend of s106 and CIL monies
5. Responsible for producing and delivering the team plan for the Infrastructure Planning Team

and managing and monitoring its delivery to align with corporate, departmental and service aims and priorities

6. Responsible for managing the Infrastructure Planning Team and developing innovative policies and procedures to ensure that CIL and S106 income is maximised, collected, recorded and monitored in a transparent way
7. Manage relevant computer software to capture all s106 and CIL income received and complete financial returns/reports to the Mayor of London/TfL on a quarterly basis
8. Manage allocation and spend programme consisting of CIL and S106 based on commissioning, claims and drawdown process
9. Responsible for producing and publishing annual Infrastructure Funding Statements detailing annual s106 and CIL collection and spend, in line with statutory requirements.
10. Responsible for developing, securing approvals and actively managing a new Infrastructure Delivery Plan (IDP) aligned with Local Plan, Borough Plan and capital investment priorities.
11. Review existing plans and engage services (including Communities, Neighbourhoods, Planning, Property, Regeneration, Schools, Transport) and partners responsible for infrastructure in the borough (including Integrated Care Board, NHS, TfL, Utilities Companies) and determine infrastructure requirements to support regeneration and growth
12. Develop and maintain a new IDP live database and GIS spatial mapping for infrastructure requirements and projects, profiling prioritisation, costs, funding streams, delivery timescales
13. Responsible for planning and making all preparations for the proposed implementation of the new Building Safety Levy (Autumn 2026), including use of new burdens grant funding, review of government guidance, resource planning, and development of internal systems and processes to ensure effective and efficient local revenue collection and returns to central government
14. Support effective working relationships and act as an ambassador and advocate with external organisations
15. Ensure that the council's overall vision, values and ethos are central to the requirements of the service
16. Keep up to date with developments in service delivery and best practice to ensure the service performs effectively and to the highest standards
17. Lead on opportunities to increase income and develop innovative opportunities to grow the infrastructure team
18. Lead discussions (at relevant corporate boards and meetings – Infrastructure & Regeneration Board/Capital Programme Board/CMT/PCG) on the prioritisation, allocation and spend of Strategic CIL linked to the council's regeneration and growth agenda
19. Present regular expert advice and legislative changes to the Lead Member and other councillors where appropriate
20. Work with colleagues in Spatial Planning, Legal, Finance and Capital Delivery to ensure Regeneration provides a leading role in co-ordinating infrastructure planning and delivery shaped by the Infrastructure Delivery Plan, Local Plan, capital investment priorities and the priorities of the Borough Plan.
21. Work closely with colleagues in Strategy and Partnerships on the spend of the Neighbourhood CIL.
22. Responsible for ensuring collaborative working with Development Management, Legal, Finance, Transport, Capital and Housing so priorities for spend are driven forward.

23. Deputise for the Head of Regeneration as and when required.
24. Safeguarding is everyone's responsibility, and all employees are required to act in such a way that always safeguards the health and well-being of children and vulnerable adults.
25. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
26. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
27. Undertake any other duties commensurate with the general level of responsibility of this post.

DBS Status	Not required
Politically Restricted	Yes

Person Specification

<p><i>All criteria are essential</i></p>	<p>To be identified by: <i>Application Form(A)</i> <i>Test/assessment (T)</i> <i>Interview (I)</i></p>
<p>Qualifications and Professional Membership requirements:</p> <ol style="list-style-type: none"> 1. Degree or a postgraduate degree in a subject closely related to infrastructure planning. 2. Relevant professional qualification (or working towards membership e.g. RTPI, RICS) and/or project management qualification. 3. Evidence of significant Continuing Professional Development. 	<p>A/I A/I A/I</p>
<p>Knowledge (all essential criteria):</p> <ol style="list-style-type: none"> 1. Comprehensive understanding of current issues & developments affecting planning, regeneration & local government in London. 2. Infrastructure: comprehensive understanding of central government & infrastructure planning, and delivery issues. 3. Policy: comprehensive understanding of central government & development plan policy issues. 4. Law: comprehensive understanding of Community Infrastructure Levy (CIL) and S106 legislation, as well as other legislation and policy relevant to infrastructure, including what's emerging from government 5. High level of political awareness & comprehensive knowledge of the operation of local government. 6. Good understanding of capital projects, capital cost planning and sources of capital finance. 	<p>A/I/T A/I/T A/I/T A/I/T A/I/T</p>

Experience (all essential criteria):	
1. Significant track record of achievement in planning, regeneration, property or other relevant discipline in an urban area, within a similarly large, complex organisation.	A/I
2. Proficient equivalent management experience.	A/I
3. Substantial experience of managing staff, budgets and performance relating to infrastructure planning and delivery projects in an urban area, within a similarly large, complex organisation	A/I
4. Experience of partnership working between the public and private sector in planning and developing new infrastructure.	A/I
5. Competent experience of local government decision making, public meetings, member level meetings or committees, plus working to complex constitutional procedures, including public hearings and legal challenges.	A/I

Skills and abilities (all essential criteria):	
1. Ability to manage people, performance and budgets to effectively plan, finance and deliver major infrastructure projects.	A/I
2. Proficient team management skills: leadership, motivation & delegation, improvement and change.	A/I
3. Proficient individual management skills: performance management, staff training and development and disciplinary.	A/I
4. Ability to develop infrastructure plans, prioritise infrastructure projects, and to write complex reports for a wide range of audiences.	A/I/T
5. Communication and influencing skills, and the proven ability to convey complex propositions effectively to Senior Officers, Members and external partners.	A/I
6. Ability to recognise & harness the power of IT technology to enhance both personal & service performance.	A/I
7. Ability to appreciate and articulate to a high level understanding of complex plans, design and access and other planning statements to assess any floorspace and development challenges or appeals.	A/I
8. Research and analysis: Ability to conduct and manage primary research, and analyse, interpret and summarise large amounts of complex information in politically sensitive scenarios.	A
9. Ability to understand and analyse tables of information and to provide summaries relevant to the purpose and steer towards any recommended action.	A/I
10. CIL/S106 Monitoring: high level of numerical proficiency and working with project managers and Infrastructure Team to monitor continuous improvement.	A/I
11. Time/priority management: effective understanding of Project Management techniques.	A/I
12. Ability to work effectively under pressure & handle stress.	A/I
13. Demonstrable ability to take tactical decisions and achieve high quality and high-level outputs through the practical application of project management techniques.	A/I
14. Results orientated, innovative thinker & ability to analyse & weigh very complex issues.	A/I
15. Comprehensive understanding of the dynamics of team working.	A/I
16. To be prepared to attend evening and weekend meetings (e.g. committees & events within the borough) and from time to time and to work hours required to meet pressing deadlines.	A/I