


## GLPC Job Description

	<b>Job Title</b>	Principal S106 & CIL Officer (Infrastructure Planning)
	<b>Directorate</b>	Regeneration and Environment
	<b>Department</b>	Planning and Development Services
	<b>Grade</b>	PO4
	<b>Reports to</b>	Infrastructure Planning Team Leader
	<b>Staffing Responsibility</b>	Supervisory responsibilities as directed by Team Leader

### Job Purpose:

Through the application of high level infrastructure planning and leadership skills, make a significant contribution to the regeneration of the borough through the planning for and provision of infrastructure by the imposition and delivery of planning contributions including S106 planning obligations and CIL to ensure that growth and regeneration is delivered in line with corporate priorities, the Brent Local Plan and associated documents.

### Principal Accountabilities and Responsibilities:

1. Supervise career grade infrastructure planning officers.
2. Provide consistent advice to colleagues and applicants on S106 obligations, CIL, heads of terms and infrastructure advice on planning applications and pre application enquiries.
3. To judge the applications for S106 and CIL relief/exemption or review and to defend the Council's decisions for any relevant appeals.
4. Lead the effective establishment, improvement and implementation, administration, monitoring and enforcement of the S106 and CIL processes, including the database of heads of terms, charges, allocations, spend.
5. Ensure S106 and CIL accounts are reconciled and lead on production of S106 and CIL reports and the transfer of CIL collected on behalf of the Mayor of London, or to other organisations.
6. Monitor and ensure compliance with financial payments and non-financial obligations.
7. Assist with reports, returns and audits for scrutiny committees, finance, other colleagues and the Mayor and for Freedom of Information requests.
8. Contribute to the Local Plan, Annual Authority Monitoring Report, SPDs/guidance, the Infrastructure Delivery Plan and Infrastructure Funding Statement, including liaison with infrastructure providers within and outside the Council.
9. Work closely with finance colleagues on the collection and spending of CIL/S106 contributions.
10. Spending CIL/S106s: contribute to the governance processes for spending Strategic CIL.
11. Engage with Members on S106 and CIL matters as required.
12. Keeping abreast of changes in the national and regional legislative, policy and guidance context and implement change.

13. Assist in the promotion of customer satisfaction when delivering services, including maintaining the Council's webpages relevant to the post.
14. As a member of the team, take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes and commit to continually developing personal understanding of diversity.
15. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
16. 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.
17. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
18. Undertake any other duties commensurate with the general level of responsibility of this post.

<b>DBS Status</b>	Not required
<b>Politically Restricted</b>	No

## Person Specification

	<p><b>To be identified by:</b>  <i>Application Form(A)</i>  <i>Test/assessment (T)</i>  <i>Interview (I)</i>  <i>(Please indicate all that apply)</i></p>
<p><b>Qualifications and Professional Membership requirements:</b></p> <ol style="list-style-type: none"> <li>1. Eligible for Membership of RTPI or RICS (Planning &amp; Development).</li> <li>2. RTPI accredited degree or a postgraduate degree in a subject closely related to infrastructure planning.</li> </ol>	<p>A /I</p> <p>A/I</p>
<p><b>Knowledge (please specify all essential criteria):</b></p> <ol style="list-style-type: none"> <li>1. Comprehensive understanding of the case law, legislation and regulations relating to CIL and S106 obligations.</li> <li>2. Infrastructure: comprehensive understanding of central government &amp; infrastructure planning issues.</li> <li>3. 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</li> <li>4. High level of political awareness &amp; comprehensive knowledge of the operation of local government.</li> </ol>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p><b>Experience (please specify all essential criteria):</b></p> <ol style="list-style-type: none"> <li>1. Developing supervisory experience.</li> <li>2. Experience of infrastructure planning in a large urban local authority.</li> <li>3. Experience of public meetings, member level meetings or committees.</li> </ol>	<p>A/I</p> <p>A/I</p> <p>A/I</p>

<b>Skills and abilities (please specify all essential criteria):</b>	
1. Ability to write complex reports for a wide range of audiences.	A/I
2. Clear ability to communicate complex technical and financial matters well, in writing and orally, establishing and maintaining effective working relationships with senior colleagues and clients.	A/I
3. Advanced record keeping IT skills (word, excel) and specialist (e.g. Acolaid, EXACOM etc) IT skills, including establishing, developing and maintaining databases, including an understanding of the way systems can be developed to best meet user needs.	A/I
4. Good financial/accountancy skills.	A/I
5. Organised and able to manage own work priorities, and those of others, and adhere to processes ensuring key targets are consistently met by you and direct reports.	A/I
6. Strong ability to draft heads of terms, scrutinise, understand and analyse complex legal agreements and technical reports.	A/I
7. Effective understanding of infrastructure demand and ability to analyse, interpret, assess and summarise complex and varied information.	A/I
8. Ability to negotiate at a high level with applicants, other organisations and internal delivery units.	A/I
9. Ability to engage with councillors and community groups on strategic and neighbourhood CIL.	A/I
10. Partnership working and influencing skills to ensure beneficial outcomes to secure corporate and Local plan priorities.	A/I
11. To be prepared to attend evening and weekend meetings (eg committees & events within the borough) and from time to time and to work hours required to meet pressing deadlines that may exceed contracted hours (desirable).	A/I
12. Ability to carry out required site visits.	A/I