



**Career Grade CIL/S106 Infrastructure Planning Officer**

<b>Reports to:</b>	Infrastructure Planning Manager		
<b>Department:</b>	Neighbourhoods & Regeneration	<b>Grade:</b>	SO2 – PO3 (Link Grade)
<b>DBS Status:</b>	N/A	<b>Politically restricted:</b>	No

**Job Purpose:**

To make a key contribution to the Council’s growth ambitions and the delivery of new infrastructure through effective monitoring, collection and spend of both the Community Infrastructure Levy (CIL) and S106 planning obligations. In addition, to support the Council’s duty to administer the collection of the Building Safety Levy, and to contribute to infrastructure planning more generally.

**Values**

- Collaborate proactively.
- Lead inclusively.
- Embrace change.
- Be bold and curious.
- Celebrate and share our success.

**Overall Description**

The role involves a varied workload, with the core responsibilities being:

- To administer the Community Infrastructure Levy.
- To monitor the implementation of S106 Planning Obligations.
- To administer the collection of Building Safety Levy receipts
- To provide support on matters in relation to the delivery of Infrastructure

This will necessitate working with other teams including Development Management, Technical Support, Planning Enforcement, Planning Policy, Local Land Charges, Legal and Finance in relation to CIL and S106 queries, updates, and enforcement measures.

**Job specific roles and responsibilities**

1. Establish, improve, implement and maintain software (such as Exacom) for the recording, monitoring and compliance of S106 financial and non-financial obligations, and CIL income, allocations and expenditure.
2. Work with colleagues or take the lead determining CIL calculations, Building Safety Levy liabilities and S106 contributions.
3. Ensure relevant notices, payment requests and receipts are issued promptly, and debt chased rigorously.
4. Prepare reports, returns and audits for scrutiny committees, finance, other colleagues, member enquiries, Freedom of Information requests and quarterly submissions to the Mayor of London/TfL.
5. Contribute to the drafting of the Annual Infrastructure Funding Statement.
6. Undertake site visits in relation to enforcement checks.
7. Support the production and implementation of the Local Plan, (Annual) Monitoring Report, SPDs/guidance and Infrastructure Delivery Plan by the creation, delivery and maintenance of an evidence base.

8. Assist in the process for allocating CIL and S106 monies, monitoring spend to internal and external parties.
9. Support Principal Officers and team manager in liaising with infrastructure providers within and outside the Council to ensure that their infrastructure needs and delivery progress are fed into the Infrastructure Delivery Plan, and into the Council's funding decisions.
10. Support engagement with Members, the community, delivery departments and other key stakeholders on infrastructure planning, CIL and S106 obligations.
11. Respond to queries from developers, councillors and colleagues regarding implementation of developments and meeting obligations/payments.
12. Undertake any other duties commensurate with the general level of responsibility of this post.
13. Keeping abreast of changes in the national and regional legislative, policy and guidance context and implement change.
14. Assist in the promotion of customer satisfaction when delivering services, including maintaining the Council's webpages relevant to the post.
15. 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.
16. 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.
17. Make recommendations on how to improve processes and procedures innovatively in relation to monitoring and recording of s106 and CIL.

## **Essential Requirements (key skills & qualifications)**

### **At SO2**

#### **Knowledge and Qualifications**

1. Understanding of the operational requirements of CIL/S106 legislation and regulations in respect of collection (i.e determining liabilities and collection).
2. Understanding of the operation of Local Government with respect to the delivery of infrastructure.

#### **Experience**

1. Experience of working in Development Management, Planning Policy or on S106 Obligations and Community Infrastructure Levy.

#### **Skills and Abilities**

1. Ability to communicate well and clearly with plain English principles, in writing and orally, establishing and maintaining effective working relationships with colleagues and clients.
2. General record keeping IT skills (word, excel) and ability to learn specialist (e.g. iDox, Exacom) IT skills and maintain databases.
3. Basic financial/accountancy skills.
4. Organised and able to manage own work priorities, with supervision, and adhere to processes ensuring key targets are consistently met.
5. Ability to carry out required site visits.
6. Ability to read and scale drawings.
7. Methodical and attention to detail with good analytical skills.
8. Logical thinker and ability to analyse and weigh complex issues.
9. Proficient at working in teams.
10. Listening, questioning and reasoning ability.
11. Ability to understand legal agreements and technical reports

12. To be prepared to attend evening and weekend meetings (eg committees & events within the borough) and from time to time to work hours required to meet pressing deadlines that may exceed contracted hours (desirable).

## **At PO1**

### **Knowledge and Qualifications**

1. Understanding of English town planning system.
2. Understanding of CIL/S106 legislation and regulations – operational (i.e determining liabilities and collection) and procedural (i.e. enforcement, reporting).
3. Understanding of the operation of Local Government.

### **Experience**

1. Experience of working in Development Management, Planning Policy or on S106 Obligations and Community Infrastructure Levy.
2. Experience of issues related to spatial planning and/or development management in an urban local authority.
3. Experience of public meetings, member level meetings or committees.

### **Skills and Abilities**

1. Ability to communicate technical and financial matters well and clearly with plain English principles, in writing and orally, establishing and maintaining effective working relationships with colleagues and clients.
2. Good record keeping IT skills (word, excel) and ability to learn specialist (e.g. iDox, Exacom) IT skills, including establishing and maintaining databases.
3. Good financial/accountancy skills.
4. Organised and able to manage own work priorities, and adhere to processes ensuring key targets are consistently met.
5. Ability to carry out required site visits.
6. Ability to read and scale drawings
7. Methodical and attention to detail with good analytical skills.
8. Logical thinker and ability to analyse and weigh complex issues.
9. Proficient at working in teams.
10. Listening, questioning and reasoning ability.
11. Good ability to understand legal agreements and technical reports.
12. 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).
13. Ability to negotiate with applicants, other organisations and internal delivery units.

## **At PO2**

### **Knowledge and Qualifications**

1. Understanding of English town planning system, including Development Management procedures.
2. Understanding of CIL/S106 legislation and regulations – operational (i.e. determining liabilities and collection) and procedural (i.e. enforcement, reporting).
3. Understanding of the operation of Local, Regional and National Government.

**Experience**

1. Experience of leading on matters with respect to Development Management, Planning Policy or on S106 Obligations and Community Infrastructure Levy.
2. Experience of leading on matters with respect to spatial planning and/or development management in an urban local authority.
3. Experience of public meetings, member level meetings or committees.

**Skills and Abilities**

1. Ability to communicate technical and financial matters well and clearly with plain English principles, in writing and orally, establishing and maintaining effective working relationships with colleagues and clients.
2. Good record keeping IT skills (word, excel) and ability to learn specialist (e.g. iDox, Exacom) IT skills, including establishing and maintaining databases.
3. Good financial/accountancy skills.
4. Organised and able to manage own work priorities, and adhere to processes ensuring key targets are consistently met.
5. Ability to carry out required site visits.
6. Ability to read and scale drawings.
7. Methodical and attention to detail with good analytical skills.
8. Logical thinker and ability to analyse and weigh complex issues.
9. Proficient at working in teams.
10. Listening, questioning and reasoning ability.
11. Good ability to understand legal agreements and technical reports.
12. 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).
13. Ability to negotiate with applicants, other organisations and internal delivery units.

**At PO3****Knowledge and Qualifications**

1. Significant knowledge and understanding of English town planning system and the role of S106 and CIL in helping to deliver infrastructure alongside development.
2. Significant understanding of relevant legislation, regulations and case law around CIL and S106 obligations.
3. Understanding of the operation of Local, Regional and National Government.

**Experience**

1. Experience of Infrastructure Planning, Section 106 or CIL in a large urban local authority.
2. Experience of issues related to spatial planning and/or development management in an urban local authority.
3. Good experience of public meetings, member level meetings or committees

**Skills and Abilities**

1. Clear ability to communicate complex technical and financial matters well and clearly with plain English principles, in writing and orally, establishing and maintaining effective working relationships with senior colleagues and clients.

2. Excellent record keeping IT skills (word, excel) and specialist (e.g. Idox, Exacom) IT skills, including establishing, developing and maintaining databases.
3. Excellent financial/accountancy skills.
4. Organised and able to manage own work priorities, and adhere to processes ensuring key targets are consistently met.
5. Ability to carry out required site visits.
6. Ability to read and scale drawings.
7. Methodical and attention to detail with good analytical skills.
8. Logical thinker and ability to analyse and weigh complex issues.
9. Proficient at working in teams.
10. Listening, questioning and reasoning ability.
11. Excellent ability to understand complex legal agreements and technical reports
12. 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).
13. Ability to negotiate at a high level with applicants, other organisations and internal delivery units.
14. Ability to work independently and use judgement and initiative to make decisions..

*Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs*