



Brent

Application Guidance - Principal Developer Contributions Officer



Welcome- Thank you for your interest in the role of Principal Developer Contributions Officer. This Candidate Pack provides additional context about the role, the working environment and the application process. It is intended to help you understand the scope of the post.

The full Job Description, which sets out the specific responsibilities that you may be required to undertake, is provided as a separate document and should be read alongside this pack. You can find the link at the bottom of the job advert.

About Brent Council

Brent is one of London's most diverse boroughs, serving a population of over 350,000 residents, with one of the highest population densities in London. The Borough continues to undergo significant regeneration, including the Wembley Growth Area which continues to be one of London's largest regeneration schemes.

The Council promotes inclusion and innovation and offers a flexible approach to working. The appointee will receive support and training opportunities, and the opportunity to engage in cross departmental projects.

Why this role matters

The Principal Developer Contributions Officer s a key role in the management of collection of Planning Obligations. CIL income in Brent over the last 5 years averages at £11.5m, in addition to £3m for the Mayor of London CIL. The Borough also has substantial development sites with significant S106 requirements delivering Affordable Housing, Affordable Workspace and Public Realm improvements.

About the Role

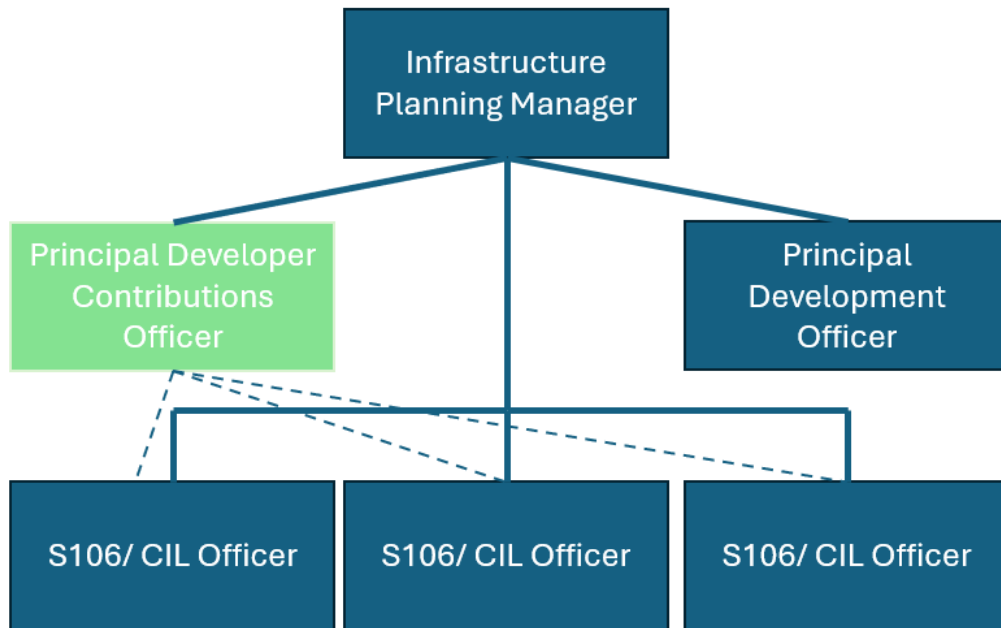
The principal function of the role is:

- to oversee the collection the Community Infrastructure Levy
- to manage compliance of S106 agreements
- to assist with the reporting of CIL/S106 income and expenditure

You may also assist with other areas of the team's work, such as the development of a new Infrastructure Delivery Plan / Infrastructure Investment Framework and the implementation of the Building Safety Levy.

Team Structure

The Infrastructure Delivery Team sits under the Regeneration Service within the Inclusive Regeneration and Climate Action.



The team is managed by the Infrastructure Planning Manager (who is the line manager for all team members) . There are two Principal Officers, the role advertised (Principal Developer Contributions Officer) and the Principal Development Officer. There are three CIL/S106 Officers that undertake the day-to-day collection of CIL/S106/BSL.

Functions of the Team

The team is responsible for the collection and monitoring of planning obligations and CIL Collection – which the Principal Developer Contributions Officer would have day to day oversight, supervising the work undertaken by the S106/CIL collection Officers.

Strategic CIL allocation decisions are undertaken at the corporate level, which is guided by the Infrastructure and Regeneration Programme Board (which the Infrastructure Planning Manager attends). Neighbourhood CIL allocation decisions are managed by the Council's Communities and Partnership Service. The Infrastructure Planning Team monitors the progression of these allocations for annual reporting and information requests.

The Principal Development Officer handles all matters in relation to development viability and reviews.

The team will also assist with the preparation of a new Infrastructure Delivery Plan / Infrastructure Investment Framework – this will be principally done by the Infrastructure Planning Manager and the Principal Development Officer.

Application Guidance

How to Apply

Please submit:

- A supporting statement which encompasses your suitability for the role by addressing the criteria below.
- A CV

Supporting Statement Criteria

At PO4:

Knowledge and Qualifications

1. RTPI accredited degree or a postgraduate degree in a subject closely related to infrastructure planning.
2. Understanding of the case law, legislation and regulations relating to CIL and S106 obligations. |
3. Political awareness & comprehensive knowledge of the operation of local government. |

Experience:

1. Experience of Infrastructure Planning, Section 106 or CIL in a large urban local authority |

Skills and abilities:

1. 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.
2. 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.

At PO5 (in addition to above):

1. 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.
2. Understanding of the Building Safety Levy and the emerging requirements for its implementation.

Experience:

1. Proven supervisory experience. |
2. Experience of public meetings, member level meetings or committees.

Skills and abilities:

1. Proven ability to set up and administer new processes for the collection of income
2. Ability to negotiate at a high level with applicants, other organisations and internal delivery units.
3. Partnership working and influencing skills to ensure beneficial outcomes to secure corporate and Local plan priorities.

Important Note

Your supporting statement should focus on providing relevant evidence and practical examples that demonstrate how your experience and knowledge aligns with the essential application requirements of the role.

We encourage candidates to focus on the impact of their work, their professional approach and the outcomes achieved.