



## Role Profile

This section provides key information relating to the role

<b>Job Title:</b>	Planning Obligations (Section 106) and Community Infrastructure Levy Officer		
<b>Post No:</b>	P01437	<b>Grade:</b>	G-H
<b>Team:</b>	Development Management	<b>Location:</b>	Campus West
<b>Responsible to:</b>	Development Management Service Manager		
<b>Responsible for:</b>	N/A		

### Overall job purpose:

The primary purpose of this post is to implement, manage and monitor the requirements of the Council's Planning Obligations Supplementary Planning Document (SPD) and Community Infrastructure Levy (CIL).

The post holder will contribute to the general development and review of the Service both in terms of service provided in accordance with the Council's Vision and Values, Corporate plan policy and other objectives. In doing this the post holder will ensure the maximum effectiveness and efficiency of their Team within the Service structure.

### Key areas of focus:

1.	To contribute to co-operative working across services in accordance with the Council's Business Plan. To contribute to cross service initiatives as required in order to maximise contributions.
2.	To assist in ensuring effective external and internal working relationships are established and maintained with organisations and agencies relevant to the work of the job holder.
3.	To ensure effective and accessible communication with staff, service users, the general public and others as appropriate.
4.	Liaise and engage with Planning Policy regarding the implementation and facilitation of development proposals and to ensure monies received are paid to identified schemes.
5.	To ensure CIL & Planning Obligations are delivered in line with the objectives of the Supplementary Planning Document and/or other relevant documentation.
6.	Under the management of the Development Management Service Manager, to take the specialist and professional lead for day to day implementation, management and monitoring of the operation of Planning Obligations and CIL within the Council.

7.	Under the management of the Development Management Service Manager, to take a shared responsibility for the financial management of income from planning obligation & CIL to ensure delivery of Council commitments.
8.	To guide and support all relevant officers in the Planning Service in work related to Planning Obligations and Agreements. To assist and/or lead on negotiation of Planning Obligations as appropriate.
9.	To act as corporate liaison officer for internal and external enquiries with regard to the operation of Planning Obligations and Agreements & CIL.
10.	To ensure effective procedures are in place to secure appropriate contributions from development activity.
11.	To ensure the effective co-ordination and implementation of planning obligations and CIL in accordance with Council policy.
12.	To ensure effective systems are in place to monitor the operation of CIL/Planning obligations and to undertake the monitoring providing necessary information for Development Management Committee and the AMR to enable the review of Council policies on CIL and Planning Obligations.
13.	To assist in future reviews of the Council policy on CIL and Planning obligations to ensure the Council policy and mechanisms are up-to-date and effective.
14.	Assist in the training in planning obligations and agreements/CIL issues for all relevant officers.
15.	To respond to requests from the public/agents/developers as to whether obligation(s)/ CIL has been discharged and/or complied with.
16.	To deal with the effective enforcement of obligations in association with the Council's appointed Legal Services.
17.	Undertake systematic inspections of properties/sites within the Borough and monitor building commencement lists to monitor compliance with legal agreements. The post holder will need to be able to collect information and evidence on non-compliance of planning obligations and report findings to the Development Management Service Manager.
18.	To represent the Council for all types of appeals and be the expert witness at public inquiries. To represent the Council in Court for the effective enforcement of obligations.
19.	Ensure collection of fees for new and modifications to obligations.
20.	Be required to carry out occasional evening and weekend work.
21.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.

22.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
23.	Any other duties that are commensurate with the level and grade of this post.

## Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
<b>Qualifications and experience</b>			
To be educated to degree level or have equivalent relevant experience	x		AP
Experience of professional town planning work	x		AP/IN
<b>Knowledge</b>			
Knowledge and understanding of planning legislation	x		AP/AS/IN
<b>Skills and abilities</b>			
Analytical and judgemental skills in order to interpret plans, information and data, identify issues and proposed solutions	x		AS/IN
Ability to work independently and using initiative, managing time and work load efficiently with referral of more complex problems to line managers	x		AS/IN
Ability to communicate effectively and concisely both orally and in written form including negotiation with various parties	x		AP/AS/IN
To provide accurate information in response to enquiries relating to current planning legislation and policy	x		AS/IN
Ability to read and understand plans and maps		x	AS/IN
<b>Other attributes</b>			
Ability to undertake site visits and travel around the district both on foot and by public transport or car	x		AP
Ability to work evenings	x		AP
Ability to use IT including Word, Excel and GIS mapping	x		AS/IN

**Assessment Criteria:  
(AP) Application, (AS) Assessment, (IN) Interview**

**Our Values and Behaviours**



Our CORE values are key to delivering our vision, plans and strategies.

<b>Collaborative</b>	<b>Open</b>	<b>Responsible</b>	<b>Excellent</b>
We <b>work</b> together to get things done	We <b>behave</b> with integrity & fairness	We <b>take</b> responsibility for our actions and decisions	We <b>perform</b> at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.