



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: CIL and S106 Officer	Grade: SO2-PO1
Section: Planning and Transport Strategy Division	Directorate: Environment and Community Services
Responsible to following manager: Principal Information and Monitoring Officer	Responsible for following staff: N/A
Post Number/s:	Last review date: November 2019

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

To deliver high quality, robust and transparent decision making within tight time frames on matters relating to S106 legal agreements and the administration of the Community Infrastructure Levy to ensure that the Planning and Transport Strategy Division is recognised as delivering an excellent planning service for its customers. The CIL and S106 Officer will provide day to day management of S106 legal agreements to ensure that the provisions within them are enacted at the correct time and manage incoming funding contributions and its allocation and associated spend; and administer the Community Infrastructure Levy including any related advice requests and correspondence to agreed and identifiable timescales.



Specific Duties and Responsibilities

1. Undertakes a range of S106 work including responsibility for high profile planning applications, working to identifiable deadlines in a manner that is consistent with meeting corporate targets and objectives that require minimal input or correction from the Senior CIL and S106 Officer or Principal Information and Monitoring Officer.
2. Undertake a range of Community Infrastructure Levy work including responsibility for high profile planning applications, working to identifiable deadlines in a manner that is consistent with meeting corporate targets and objectives.
3. Maintains a good working knowledge of current planning legislation particularly as it relates to Community Infrastructure Levy arrangements and S106 Agreements.
4. Carries out day to day organisational and administrative tasks to monitor S106 Agreements, including the application of planning obligations when due, in particular ensuring that payments are collected on time; and ensuring that funding secured is allocated to the appropriate person / body in order that the planning obligations can be completed within the agreed timescales.
5. Carries out day to day organisational and administrative tasks to determine CIL liabilities, including any surcharges due, in accordance with the Regulations, including processing and issuing relevant Notices up to and including Liability Notices.
6. Uses Planning Application Systems, Document Management Systems, Council Tax system, non-Domestic Rate Register and Database/Spreadsheets software as necessary to accurately record S106 and CIL information and issue Notices.
7. Monitors Commencement Notices and interrogate Building Control, Local Land and Property Gazetteer, Development Monitoring and Council Tax systems to identify commencement and trigger dates.
8. Monitors activity in relation to failure to surcharges payable for disqualifying events, failure to submit forms, claw back periods etc. and to process applications for relief in accordance with the CIL Regulations.
9. Supplies timely information to Finance Department to facilitate collection and recovery action and supply timely planning obligations and CIL liability information to Local Land Charges.
10. Ensures quality control of CIL data in relation to identification of liable development and floor space information.



11. Liaises with Spatial and Transport Planning Service, Development Management, Finance Department and other Council Officers to establish best practice workflow procedures and identify service improvements.
12. To provide professional advice on CIL related matters, including interpretation of Regulations and operation of CIL as necessary and provide timely response to correspondence and related enquiries.
13. Provides professional advice on S106 Agreement and CIL related matters, including interpretation of Regulations and operation of planning obligations as necessary and provide timely responses to correspondence and related enquiries.
14. Provides management information and accurate and timely preparation of requested statutory statistical returns as required, including projected S106 Agreement and CIL incomes and expenditures.
15. Plays an active role in the development of the planning software systems to administer S106 Agreements and CIL and transfer of processes once in place.
16. Maintains an up-to-date knowledge of relevant legislation and takes a proactive approach to relevant changes in legislation and updates colleagues, within Policy and other teams, on those changes; also recommends revised procedures and practices to the Principal Information and Monitoring Officer and Information and Planning Obligations Team Manager.

CRITERIA FOR PROGRESSION TO PO1 (as for SO2 plus the following)

17. Works independently on high profile planning applications with minimal input from the Senior CIL and S106 Officer and Principal Information and Monitoring Officer.
18. Leads and implements self-contained projects or components of larger projects in order to deliver organisational objectives as well as enabling agreed changes in planning practice and processes to take place.
19. Coaches and facilitates the acquisition of skills and knowledge in others to that they are better equipped to be self-reliant in dealing with technical issues particularly for complex and high-profile planning obligations case work.
20. When necessary, the postholder will be responsible for the direct supervision of at least one member of staff undertaking project-based work.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.



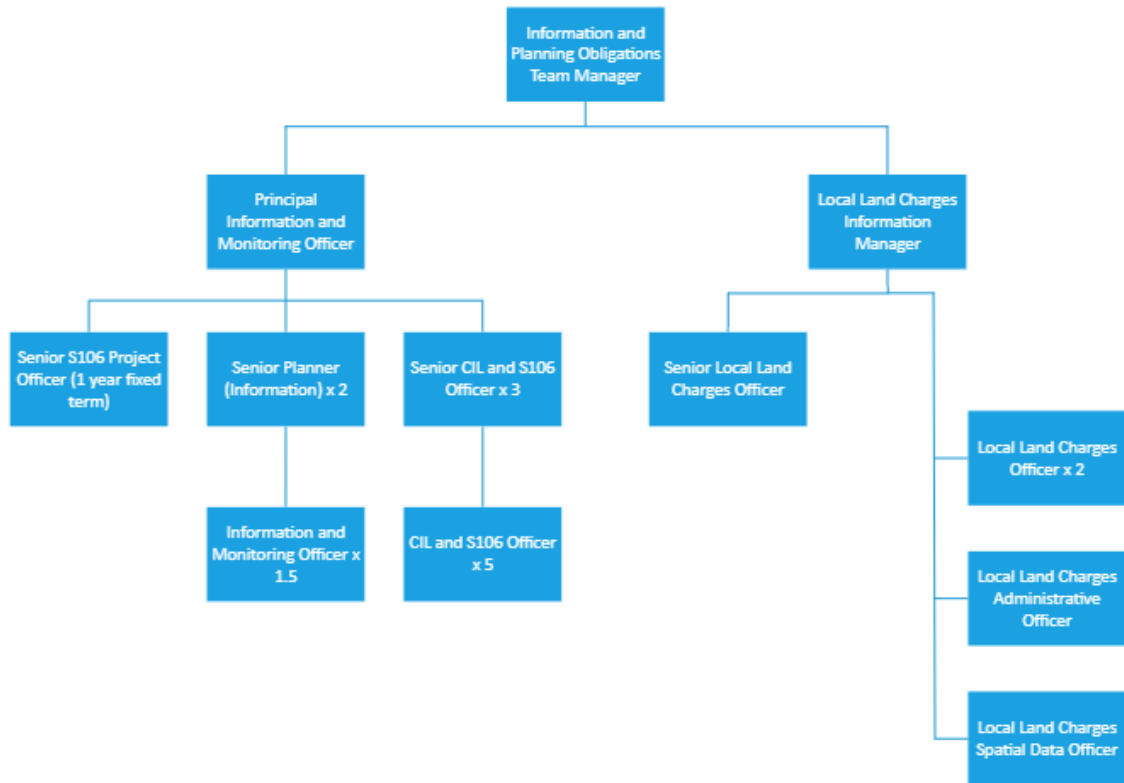
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

Assists as required with management of budgets, including ensuring that all necessary processes and procedures are carried out in a timely and effective manner.

To disseminate knowledge and best practice amongst team and take responsibility for reviewing and checking calculations as required to do so.

Team structure



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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C
Knowledge	
Full knowledge of Community Infrastructure Levy with an up to date knowledge of the latest S106 Agreements and CIL Regulations and their application to development.	A/I/T
Advanced knowledge of Excel and Access and ability to use a wide range of computer software to collate, query, analyse, interpret and present data.	A/I/T
An understanding of planning and building control and related IT systems.	A/I/T
Experience	
Experience in working in Development Management and or the management of S106 Agreements or the administration and calculation of CIL.	A/I
Experience in working on detailed calculations in a high-pressure	A/I/T



environment	
Skills	
Proven information management and numeracy skills and ability to produce and collate accurate information and data reports	A/I/T
Ability to lead on designated projects with minimum supervision.	A/I
Ability to communicate and liaise effectively, both verbally and in writing, with a range of colleagues and customers.	A/I/T
Have a methodical approach to work with high levels of accuracy and ability to pay meticulous attention to detail.	A/I/T
A professional approach, with ability to interpret complex Regulations and make reasoned and consistent judgements.	A/I
A self-starter with the ability to get to grips with work quickly and independently.	A/I
Ability to work effectively to meet challenging deadlines and manage competing and changing priorities.	A/I
Ability to use initiative and identify innovative solutions to everyday challenges, continually striving to improve service delivery.	A/I/T
Qualifications	
Membership or working towards membership of an appropriate professional body.	A/C

A – Application form / CV

I – Interview

T – Test

C - Certificate