



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Senior CIL Administration Officer	Grade: PO2– PO4
Section: Spatial and Transport Planning	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: April 2016

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 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 all of our customers. The Senior CIL Administration Officer will provide day to day support for the application of the Community Infrastructure Levy including any related advice requests and correspondence to agreed and identifiable timescales. To independently manage the application of CIL to ensure that the requirements and regulations are enacted at the correct time. To coach



and supervise junior planning officers to help them acquire the skills and knowledge so that they can become self-reliant in dealing with technical and people issues as required.

Specific Duties and Responsibilities:

1. To 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.
2. To maintain good working knowledge of current planning legislation particularly as it relates to Community Infrastructure Levy arrangements and S106 Agreements.
3. To carry 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.
4. To process applications for exemption and relief in accordance with the Regulations.
5. To use Planning Applications System, Document Management System, Council Tax system, Non-Domestic Rate Register and Database/Spreadsheet software as necessary to accurately record CIL information and log Notices.
6. To monitor Commencement Notices and interrogate building control, local land and property gazetteer, development monitoring and council tax systems to identify development commencement dates.
7. To monitor activity in relation to surcharges payable for disqualifying events, failure to submit, claw back etc.
8. To supply timely information to Finance Department to facilitate issuing of Demand Notices and collection and recovery action and supply timely CIL liability information to Land Charges.
9. To ensure quality control CIL data in relation to identification of liable development and floor space information.
10. To liaise with Spatial and Transport Planning, Development Management, Finance Department and other Council Officers to establish best practice work flow procedures and identify service improvements.



11. To process appeals in conjunction with senior and legal officers.
12. To provide professional advice on CIL related matters, including interpretation of Regulations and operation of CIL as necessary and provide timely response to CIL correspondence and CIL related enquiries.
13. To identify ambiguities and areas where further information or clarity is required in CLG guidance or Planning Portal FAQs.
14. To provide management information to Team Manager as required, including projected CIL incomes.
15. To check quarterly reports prior to submission to Mayor/TfL.
16. To participate in London and other CIL administration best practice forums as required.
17. To contribute to review of procedures and processes ahead of Borough CIL implementation.
18. Provide training on CIL administrative systems as necessary.
19. Active role in development of planning software systems to administer CIL and transfer of processes once in place.

CRITERIA FOR PROGRESSION TO PO3 (as for PO2 plus the following)

- To work independently on a full 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 that require minimal input or correction from the Principal Information and Monitoring Officer and Information and Business Support Team Manager.
- To maintain an up-to-date knowledge of relevant legislation and to take a proactive approach to relevant changes in legislation and updating colleagues, within policy and other teams, on those changes and also recommending revised procedures and practices to the Principal Information and Monitoring Officer and Information and Business Support Team Manager.
- Lead and implement 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.



- Coach and facilitate the acquisition of skills and knowledge in others so that they are better equipped to be self-reliant in dealing with technical and people issues particularly for complex and high profile CIL case work.
- Provide advice and guidance in response to planning best practice, procedure or policy within a legal/organisational policy framework and develop solutions or recommendations to meet service needs.
- To ensure that you meet service-wide and corporate performance indicators, targets and customer service standards for the full range of your own workload and to take a proactive role in coaching junior staff you are supervising to effectively and efficiently meet their own performance targets.
- To initiate, participate in and where necessary take a management role on matters relating to CIL specific matters and conflict resolution to ensure high quality innovative outcomes that reflect Council-wide objectives and policies.

CRITERIA FOR PROGRESSION TO PO4 (as for PO3 plus the following)

- When necessary, the job holder will be responsible for the direct supervision of at least one member of staff undertaking tasks of a project nature.
- That you have demonstrated a proven track record of working independently to assess, negotiate and set out clear and robust recommendations in an accurate, well written officer report based on relevant guidance and the latest Regulations that require no input or correction from the Principal Information and Monitoring Officer and Information and Business Support Team Manager.
- To maintain an up-to-date knowledge of relevant legislation and to take a proactive approach to relevant changes in legislation and updating all staff on those changes and also recommending and implementing revised procedures and practices.
- Coach and facilitate the acquisition of skills and knowledge in others so that they are better equipped to be self-reliant in dealing with technical and people issues particularly focusing on complex, high profile and politically sensitive project specific matters.
- To take a lead role in providing advice and guidance in response to CIL best practice, procedure or policy within a legal/organisational framework and develop and implement solutions or recommendations to meet service needs.
- To take responsibility for ensuring that you and the team meet service-wide and corporate performance indicators, targets and customer service standards for the



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full range of work in the team and that you are proactive in identifying issues and proposing improvements and creative solutions within the context of current and future service requirements in order to continually deliver high quality, customer focused planning services to customers and managers

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.

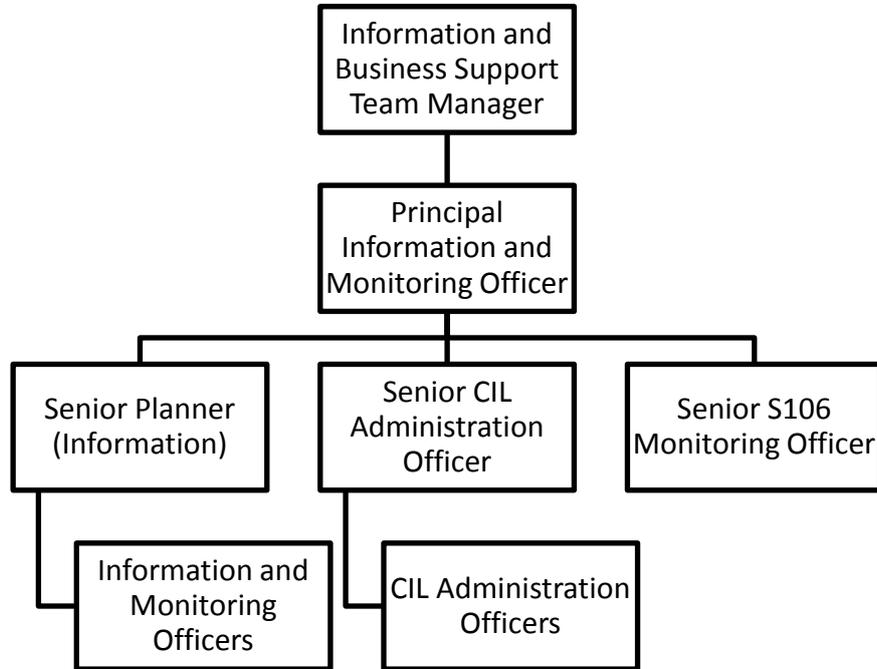
Additional Information

- To assist as required with the management of budgets, including ensuring that all necessary processes and procedures are carried out in a timely and effective way.
- To provide supervision as required to assigned staff and take responsibility for the allocation and checking of work by staff.



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Current 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.

Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Full knowledge of Community Infrastructure Levy with an up to date knowledge of the latest 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



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An understanding of planning and building control systems and related IT systems.	A/I/T
Experience	
Experience in working in development management and or the calculation of CIL.	A/I
Experience of working on detailed calculations in a high pressure environment.	A/I/T
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
Effective supervisory skills and the ability to coach junior staff so that they can become self-reliant in dealing with issues.	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

I – Interview

T – Test

C – Certificate