

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: CIL and S106 Officer	Grade: SO2-PO1
Section: Place Division	Directorate: Chief Executive
Responsible to following manager: Principal CIL and S106 Officer	Responsible for following staff: N/A
Post Number/s:	Last review date: November 2019

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth 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.

Richmond & Wandsworth Better Service Partnership 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 Place 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 CIL and S106 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 payment, 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 Planning, Transport Strategy, 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 CIL and S106 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 CIL and S106 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

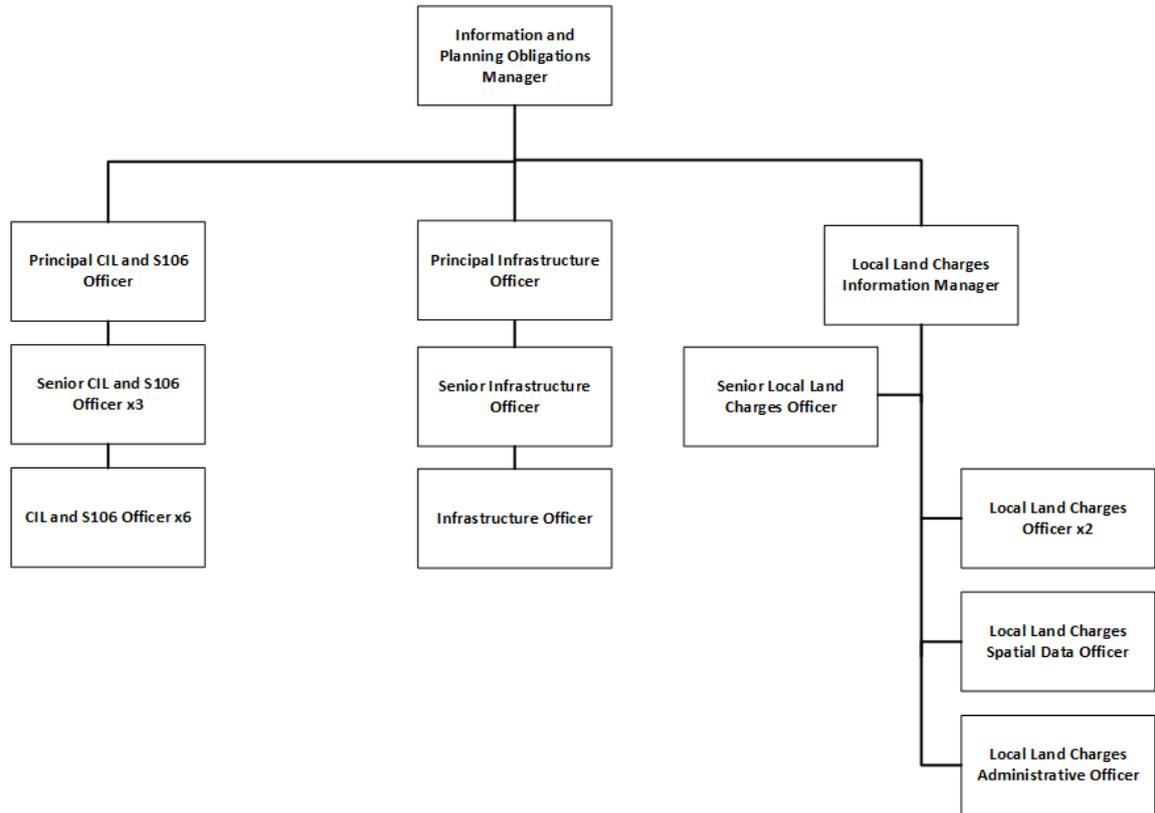
- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth 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 roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

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



Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Full knowledge of Community Infrastructure Levy with an up to date knowledge of the latest S106	X		A/I/T

Agreements and CIL Regulations and their application to development.			
Advanced knowledge of Excel and Access and ability to use a wide range of computer software to collate, query, analyse, interpret and present data.	X		A/I/T
An understanding of planning and building control and related IT systems.	X		A/I/T
Experience	Essential	Desirable	Assessed
Experience in working in Development Management and or the management of S106 Agreements or the administration and calculation of CIL.	X		A/I
Experience in working on detailed calculations in a high-pressure environment		X	A/I/T
Skills	Essential	Desirable	Assessed
Proven information management and numeracy skills and ability to produce and collate accurate information and data reports	X		A/I/T
Ability to lead on designated projects with minimum supervision.		X	A/I
Ability to communicate and liaise effectively, both verbally and in writing, with a range of colleagues and customers.		X	A/I/T
Have a methodical approach to work with high levels of accuracy and ability to pay meticulous attention to detail.	X		A/I/T
A professional approach, with ability to interpret complex Regulations and make reasoned and consistent judgements.	X		A/I
A self-starter with the ability to get to grips with work quickly and independently.	X		A/I
Ability to work effectively to meet challenging deadlines and manage competing and changing priorities.	X		A/I
Ability to use initiative and identify innovative solutions to everyday challenges, continually striving to improve service delivery.		X	A/I/T
Qualifications	Essential	Desirable	Assessed
Membership or working towards membership of an appropriate professional body.		X	A/C

A – Application form / CV

I – Interview

T – Test

C - Certificate