

# Rutland County Council

## Job Description

<b>Job Title:</b>	<b>Community Infrastructure and Planning Obligations Officer</b>
<b>Grade:</b>	<b>Scale SO2 - £29,636 to £31,371</b>
<b>Department:</b>	<b>Places</b>
<b>Team:</b>	<b>Planning Policy</b>
<b>Line Manager:</b>	<b>Principal Planning Policy Officer</b>

### **Purpose of the Job:**

Manage and administer the Community Infrastructure Levy (CIL) arising from development in Rutland, providing effective and efficient collection, monitoring and spending of associated monies.

Effectively manage and monitor the Section 106 (S106) process, particularly triggers for invoicing, payment and distribution, and supporting the timely spend of these contributions.

Ensure that planning obligations are effectively delivered, monitored and enforced, enabling the Council to maximise the efficient and effective spend of CIL and S106 contributions, demonstrating successful outcomes from this money.

### **Key responsibilities:**

- Administer the Council's CIL policy, validating and verifying forms, ensuring the correct mechanisms are in place for invoicing and payment, monitoring development in line with agreed liability and monitoring spend and enforcement
- Process applications for exemptions and relief in accordance with Regulations and the Council Policy
- Working closely across planning teams to ensure the correct implementation of policies, and with other service areas to support payment, spending and development commencement monitoring
- Fully utilise IT systems to support CIL and S106 work, maintaining data integrity, liaising with system suppliers, and supporting employee training
- Prepare reports on monies raised, spend profiles, projects and outcome of spend, as well as the identification of the infrastructure delivered. Present these reports to managers and Member Committees
- Review processes and procedures used regarding CIL and S106 agreements both within the team and across a range of Council services. Make



recommendations for further developments to improve the efficiency of the administration, quality and overall cost effectiveness of the service

- Co-ordinate and manage a One Council approach to ensure that satisfactory internal IT, revenue collection, enforcement and other technical systems are in place to secure and utilise Community Infrastructure Levy and Planning Obligations receipts.
- Support the partnership based activities of the team (internally/externally) in Rutland, in the region and across the Local Enterprise Partnership (LEP) to ensure that infrastructure projects to be funded through developer contributions are developed in a consistent, timely and cost effective manner
- Deal with enquiries and provide advice on CIL & Planning Obligations issues and other related matters to colleagues, members of the public, Councillors Town/Parish Councils, the local community and representatives of development interests
- Assist with the preparation of reports and statements for Public Examinations, attending meetings as required.
- Assist with responses to consultation documents from government, other planning agencies and bodies and neighbouring planning authorities on CIL and planning obligations, and other strategies as appropriate

*This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post.*

## Person Specification

<b>Qualifications</b>	Educated to A level standard (or equivalent), with GCSE Grade A-C, or equivalent in English and Maths
<b>Experience</b>	Experience of administering or developing systems supporting CIL and Planning Obligations, and Corporate/Financial monitoring systems
<b>Knowledge</b>	Demonstrable knowledge of planning legislation, government advice (policy, circulars and guidance notes), and awareness of general planning issues Knowledge of the development management and planning policy process Knowledge and understanding of CIL Regulations, statutory guidance and Section 106 agreements



## Skills

Able to accurately collate, analyse and present complex information and data in a clear and concise way

Excellent numeracy and literacy, with a good attention to detail

Effective communication, presentation and interpersonal skills – able to interact verbally and in writing with stakeholders and customers at all levels

Good organisational skills

Able to use a range of IT systems, email, word and excel

## Values

To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values.

Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.

Mobile and able to work from various locations.

Able to undertake occasional evening and weekend meetings

