

HARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION

POST TITLE: Planning Obligations Officer – s106

GRADE: 6

TEAM: Strategic & Local Planning

SERVICE AREA: Planning & Regeneration

RESPONSIBLE TO: Strategic & Local Planning Manager

VARIATIONS TO STANDARD CONDITIONS OF SERVICE:

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
2. Essential Car User Allowance.

DATE REVISED: July 2022

JOB PURPOSE:

1. To manage and monitor the collection and subsequent spend of planning obligations funding, ensuring that legal requirements are met and spending supports the delivery of infrastructure set out in the Local Plan, Infrastructure Delivery Plan and other relevant strategies to benefit local communities.
2. To be responsible for proactively monitoring, investigating and taking action against breaches of section 106 agreements in accordance with the Town and Country Planning Act and associated legislation.
3. To provide professional advice to the Council, elected Members, Committees and senior officers as well as external organisations.
4. To undertake effective partnership working with key stakeholders including Leicestershire County Council, Leicestershire Constabulary and the NHS.

JOB ACCOUNTABILITIES:

1. Establish and maintain effective arrangements for proactively securing compliance with all Section 106 obligations, including 'trigger points' for either payments or specific actions.
2. Manage and monitor the distribution and spend of planning obligations, including the delivery of community infrastructure in partnership collaboration with key internal and external partners..
3. Review planning approvals to identify extant S106 agreements and to ensure that any urgent actions required safeguarding payments is taken.
4. Coordinate 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 planning obligation receipts.
5. Review processes and procedures used regarding planning obligations, both within the team and across a range of Council services. Make recommendations for further developments to improve the efficiency, effectiveness and quality of the service.
6. Monitor, respond to, and advise the Council on the implementation of changes to government policy on developer contributions in liaison with planning policy.
7. Support and liaise with Planning Policy and key stakeholders, to review and implement Planning Policies and Strategies in relation to planning obligations and developer contributions, as part of on going work to ensure Council Policies are up to date and fit for purpose.
8. Manage and administer the work of the Council's CIL Group and work in partnership with HDC services (including Communities, Legal and Finance) to ensure effective corporate procedures are in place, maintained and adhered to.
9. Create / maintain close working links with key external partners, including Leicestershire County Council (education, highways, libraries, waste), Leicestershire Constabulary, NHS, Clinical Commissioning Group, and neighbouring Council's.
10. Enforce against non-payment of Section 106 agreements, including investigating potential breaches of section 106 agreements, through checking and researching planning histories, other sources of information, making site inspections, and interviewing site owners.
11. Undertake negotiations to rectify any breaches of Section 106 agreements and where necessary take legal action.

12. Responsible for instructing internal or external legal action, to secure obligations owed to the Council are secured, and provide witness statements should court action be required.
13. Keep accurate records of investigations in any breaches of Section 106 agreements
14. Prepare reports on matters relating to Planning Obligations or Community Infrastructure Levy, and verbally present them at Council meetings (including Executive and Scrutiny) and Corporate Management Team.
15. Offer advice on planning obligation matters to developers and the general public as appropriate.

Other

As a term of employment the post holder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.

To uphold and display the HDC behaviour competency framework to at least level 2

Health and Safety

To be familiar with and at all times comply with

- the Council's general health and safety policy,
- the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
- local department specific health and safety procedures as amended or added to from time to time.

To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.

To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.

To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.

To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

Safeguarding

To carry out our legal and moral responsibility to report any safeguarding concerns involving adults and children, ensuring the recording of relevant information and passing it on to a Designated Safeguarding Officer's, (DSO) or in the absence of a DSO personally making the referral in line with the Councils Adult and Children's Safeguarding Policy.

Equalities

To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies.

HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

JOB TITLE: Planning Obligations Officer				
TEAM: Strategic Planning	GRADE: 6	ALLOWANCE: Essential Car User	PERMANENT	WEEKLY HOURS: 37
<i>CRITERIA FOR SELECTION:</i>	<i>ESSENTIAL REQUIREMENTS:</i>	Assessment A/I/T/E	<i>ADDITIONAL/USEFUL REQUIREMENTS</i>	Assessment A/I/T/E
Qualification	A Member of the Royal Town Planning Institute or eligible for Membership. For example, a relevant qualification and/or experience (e.g. a Licentiate Member with planning degree qualifications or an Associate Member with a minimum of two years experience and a non planning degree, or someone with over 5 years planning experience and no degree of any discipline).	A/E	Recognised IT qualification including use of databases.	A/E
Experience	Experience of using IT systems; Experience of handling and manipulation of large information and data sets; Experience of working in a Local Authority Planning Department or related area.	A/I A/I A/I	Experiencing of working in planning or related area of work relevant to CIL and S106; Experience in working with IDOX and Uniform systems; Experience of using Geographical Information Systems.	A/I A/I A/I
Skills/Knowledge	Good interpersonal skills; Good communications skills (verbal and written); Good networking skills – ability to develop good	I A/I A	Skill in developing and maintaining excellent relationships with partners and the ability to influence them to achieve	A/I

	<p>working relationships with external partners; Good negotiation skills; Effective computer literacy and IT skills, including working with databases/spreadsheets; Knowledge of National Planning Policy, Guidance and Legislation related to planning obligations and Community Infrastructure Levy; Ability to negotiate and devise solutions to problems; Ability to use Outlook, and a web browser to access information; Basic ability to use Microsoft Office (Access, Word, Excel, PowerPoint etc); Able to prioritise workload and complete in timely manner; Able to interpret S106 agreements and Unilateral Undertakings; Able to consistently produce work of a high standard; Good attention to detail and numerical accuracy; Able to work on own initiative with minimal supervision; Able to grasp, assimilate and apply information and concepts quickly; Strong team player; Approachable and adaptable.</p>	<p>A A/I A/I A/I A/I A/I A/I T A A A/I T A/I A/I</p>	<p>Council objectives; Ability to consider processes linked to legislative criteria.</p>	<p>A/I</p>
Other			<p>Full Drivers Licence and access to an appropriately insured vehicle.</p>	<p>A/E</p>
Assessment Legend	<p>A= Application</p>	<p>I = Interview</p>	<p>T = Test or Assessment</p>	<p>E = Evidence (e.g. Certificate)</p>
<p>N.B. Where more than one assessment stage is indicated against a criteria that criteria must be demonstrated at both stages</p>				

