



Job Description

Post Title: Conditions and Section 106/CIL Officer

Service: Development Management

Grade: E

Responsible To: Development Manager

Job Summary: To carry out a range of functions within the Development Management Team, which includes processing a caseload of submission of condition details, dealing with planning enquiries and monitoring to ensure that contributions are made in line with Section 106 agreements.

Main Activities:

1. To process applications made under the planning acts for submissions of details pursuant to conditions of planning permissions.
2. Monitor Section 106 agreements from completion of agreement to receipt of all contributions/delivery on site (including affordable housing). Including visiting sites, discussions with developers and raising invoices.
3. Under supervision of the Development Manager and/or Deputy Development Manager produce the annual infrastructure funding statement.
4. To produce and provide monitoring data on S106 agreements, receipts and spending.
5. Liaise with internal and external colleagues/stakeholders in relation to the timely delivery of infrastructure requirements.
6. Under supervision of the Development Manager and/or Deputy Development Manager provide general planning advice and guidance to the public and professional representatives on conditions: including telephone enquiries and written advice.
7. To respond to requests made under the Freedom of Information and Environmental Information Regulations legislation.
8. To undertake such other duties as may reasonably be required by the Head Planning Services.
9. To be aware of and exercise personal and corporate responsibilities under the Health and Safety at Work Act and other related matters.

*** In the event that the Council moves to a Community Infrastructure Levy (CIL), the functions would be extended to include monitoring and ensuring that payments are made in line with CIL requirements***

NB This job description is not intended to be an exhaustive list of all the tasks and responsibilities of the post. In line with Service needs, some tasks may need to change and any changes will be made in consultation with the postholder.