

Job Title: Development Contributions Officer (career grade)**Level descriptor: JG5**

Role purpose: To support the process for securing and managing development contributions, specifically the Community Infrastructure Levy (CIL) and S106 planning obligations. Provide technical advice and guidance to others (including other professionals) involved in development management and finance.	
Typical activities	Knowledge, skills & experience
<p>Support, under supervision, the operational management of the Community Infrastructure Levy (CIL) and S106 agreements in North Somerset in compliance with existing protocols and procedures.</p> <p>Carry a case load of individual applications/cases.</p> <p>Ensure effective record-keeping and monitoring in relation to development contributions including assisting in the preparation of the annual Infrastructure Funding Statement.</p> <p>Assist with reviews of CIL rates in line with national and local legislative and policy requirements.</p> <p>Communicate pro-actively and effectively with developers, colleagues and members of the public to ensure a clear understanding of requirements and processes in relation to development contributions.</p> <p>Share best practice and encourage new ways of working to improve service standards and delivery.</p> <p>Support the provision of information and advice for internal use including for senior officers and elected members.</p> <p>Deputise for line manager when required.</p>	<p>Relevant qualification or experience.</p> <p>Understanding of the operational requirements, legal responsibilities, work practices and processes relevant to the role.</p> <p>Understanding of relevant legislation, policy and professional codes of practice relevant to development contributions.</p> <p>Ability to assess where proposals raise issues which require advice or input from others.</p> <p>Ability to engage positively with councillors, members of the public, businesses, developers and colleagues.</p> <p>Ability to prepare and present information clearly and confidently.</p> <p>Ability to manage and organise own work to meet agreed deadlines.</p> <p>Ability to use ICT systems to deliver services; experience of ICT systems relating to development contributions desirable (Exacom and Uniform).</p> <p>Understanding and recognition of professional boundaries.</p>
Performance measures	Competencies

<p>Effective operation of systems and governance for CIL and S106 planning obligations.</p> <p>Key Performance Indicators including management of case load and development contributions income.</p> <p>Feedback from councillors, businesses, customers, colleagues and partner agencies.</p> <p>Manager assessments of technical competencies and knowledge.</p> <p>Annual performance appraisal.</p>	<ul style="list-style-type: none">• Service-user/outcome-focused: achievement of results through appropriate decision-making and evidenced-based investigations.• Problem-solving & judgement: develops solutions, makes links between identified potential issues and possible solutions, is confident in making decisions within guidelines.• Planning & organising: prioritises work, organising work to agreed deadlines.• Business awareness: Understands the contribution the role makes to the service and organisation as a whole and recognises how the actions of others impact on own role.• Team working: co-operation and flexibility, is able to give and receive constructive criticism and solicits ideas from others.• Values and Behaviours Framework: demonstrates the values and behaviours set out in the council's Values and Behaviours Framework.
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Job Title: Senior Development Contributions Officer (career grade)

Level descriptor: JG6

Role purpose: To support the process for securing and managing development contributions, specifically the Community Infrastructure Levy (CIL) and S106 planning obligations. Provide technical advice and guidance to others (including other professionals) involved in development management and finance.	
Typical activities	Knowledge, skills & experience
<p>Support the operational management of the Community Infrastructure Levy (CIL) and S106 agreements in North Somerset, to help ensure necessary processes are in place and functioning effectively.</p> <p>Carry a case load of individual applications/cases where the problems presented will require specific skills and knowledge.</p> <p>Ensure effective record-keeping and monitoring in relation to development contributions including assisting in the preparation of the annual Infrastructure Funding Statement.</p> <p>Work with services to agree and implement appropriate policies and procedures for the governance of development contributions.</p> <p>Input into policies and strategies for securing development contributions, including Supplementary Planning Documents. Contribute to other planning policy development and infrastructure delivery planning as required.</p> <p>Assist with reviews of CIL rates in line with national and local legislative and policy requirements.</p> <p>Communicate pro-actively and effectively with developers, colleagues and members of the public to ensure a clear understanding of requirements and processes in relation to development contributions.</p> <p>Share best practice and encourage new ways of working to improve service standards and delivery.</p>	<p>Relevant qualification or experience.</p> <p>Good understanding of the operational requirements, legal responsibilities, work practices and processes relevant to the role.</p> <p>Good understanding of relevant legislation, policy and professional codes of practice relevant to development contributions.</p> <p>Ability to analyse and manage scenarios and identify solutions.</p> <p>Ability to engage positively with councillors, members of the public, businesses, developers and colleagues.</p> <p>Ability to prepare & present information/evidence/data clearly and confidently, including in a formal context.</p> <p>Ability to support research where required and prepare & present information clearly, concisely and confidently.</p> <p>Ability to manage and organise own work to meet agreed deadlines.</p> <p>Ability to use ICT systems to deliver services; experience of ICT systems relating to development contributions desirable (Exacom and Uniform).</p> <p>Understanding and recognition of professional boundaries.</p>

<p>Support the provision of information and advice for internal use including for senior officers and elected members.</p> <p>Deputise for line manager when required.</p>	
<p>Performance measures</p>	<p>Competencies</p>
<p>Effective operation of systems and governance for CIL and S106 planning obligations.</p> <p>Key Performance Indicators including management of case load and development contributions income.</p> <p>Feedback from councillors, businesses, customers, colleagues and partner agencies.</p> <p>Manager assessments of technical competencies and knowledge.</p> <p>Annual performance appraisal.</p>	<ul style="list-style-type: none"> • Service-user/outcome-focused: achievement of results through appropriate decision-making and evidenced-based investigations. • Problem-solving & judgement: develops solutions, makes links between identified potential issues and possible solutions, is confident in making decisions within guidelines. • Planning & organising: prioritises work, organising work to agreed deadlines. • Business awareness: understands the contribution the role makes to the service and organisation as a whole and recognises how the actions of others impact on own role. • Team working: co-operation and flexibility, is able to give and receive constructive criticism and solicits ideas from others. • Values and Behaviours Framework: demonstrates the values and behaviours set out in the council's Values and Behaviours Framework.

Job Title: Senior Development Contributions Officer (career grade)

Level descriptor: JG7

Role purpose: To support the process for securing and managing development contributions, specifically the Community Infrastructure Levy (CIL) and S106 planning obligations. Provide technical advice and guidance to others (including other professionals) involved in development management and finance.	
Typical activities Support the operational management of the Community Infrastructure Levy (CIL) and S106 agreements in North Somerset, to help ensure necessary processes are in place and functioning effectively and ensuring compliance with all necessary legislation and deadlines. Carry a case load of individual applications/cases where the problems presented will require specific skills and knowledge. Ensure effective record-keeping and monitoring in relation to development contributions including assisting in the preparation of the annual Infrastructure Funding Statement. Support the maintenance and updating of the Council's webpages in relation to development contributions and associated issues. Work with services to agree and implement appropriate policies and procedures for the governance of development contributions. Input into policies and strategies for securing development contributions, including Supplementary Planning Documents. Contribute to other planning policy development and infrastructure delivery planning as required. Assist with reviews of CIL rates in line with national and local legislative and policy requirements. Communicate pro-actively and effectively with developers, colleagues and members of the public to ensure a clear understanding of requirements and processes in relation to development contributions and provide information and advice about financial and legislative requirements.	Knowledge, skills & experience Relevant qualification or experience. Detailed understanding of the operational requirements, legal responsibilities, work practices and processes relevant to the role. Detailed understanding of relevant legislation, policy and professional codes of practice relevant to development contributions. Ability to analyse and manage scenarios including conflicting priorities and interpretation of legislation and finding solutions that are acceptable, deliverable and appropriate within required deadlines. Ability to engage positively with councillors, members of the public, businesses, developers and colleagues. Ability to prepare & present information/evidence/data clearly and confidently, including in a formal context as the competent subject expert. Ability to carry out research where required and prepare & present information clearly, concisely and confidently.

<p>Share best practice and encourage new ways of working to improve service standards and delivery.</p> <p>Support the provision of information and advice for internal use including for senior officers and elected members.</p> <p>Deputise for line manager when required.</p>	<p>Ability to manage and organise own work to meet agreed deadlines.</p> <p>General understanding of financial systems and development finance.</p> <p>Ability to use ICT systems to deliver services; experience of ICT systems relating to development contributions desirable (Exacom and Uniform).</p> <p>Understanding and recognition of professional boundaries.</p>
<p>Performance measures</p> <p>Effective operation of systems and governance for CIL and S106 planning obligations.</p> <p>Key Performance Indicators including management of case load and development contributions income.</p> <p>Feedback from councillors, businesses, customers, colleagues and partner agencies.</p> <p>Manager assessments of technical competencies and knowledge.</p> <p>Annual performance appraisal.</p>	<p>Competencies</p> <ul style="list-style-type: none"> • Service-user/outcome-focused: achievement of results through appropriate decision-making and evidenced-based investigations. • Problem-solving & judgement: develops solutions, makes links between identified potential issues and possible solutions, is confident in making decisions within guidelines. • Planning & organising: prioritises work, organising work to agreed deadlines. • Business awareness: understands the contribution the role makes to the service and organisation as a whole and recognises how the actions of others impact on own role. • Team working: co-operation and flexibility, is able to give and receive constructive criticism and solicits ideas from others. • Values and Behaviours Framework: demonstrates the values and behaviours set out in the council's Values and Behaviours Framework.

Progression through JG5-JG7 will be according to needs of the service and to available budgets. The level of experience required must have been attained plus a demonstration of ongoing good performance together with detailed knowledge and experience in the following work areas reviewed through the annual appraisal process:

- Effective role in progressing CIL and S106 contributions.
- Respond and adapt to regulatory/policy changes (internal & external).
- Evidence of good communications and presentation skills.

Equality and Diversity

We expect all employees to act professionally and to treat colleagues and the public with dignity and respect. This means setting a strong personal example of good equality and diversity practice at all times and ensuring they are sensitive to the needs and views of others and reflect this in the way they behave. Managers have additional responsibilities of managing others effectively by recognising and valuing each team member as an individual and always challenging inappropriate language and behaviour.

Health and Safety

We all have a responsibility to work within health and safety legislation, associated codes of practice, North Somerset Council's policies and procedures and our local safe systems of work and emergency arrangements.

Continuous Development

Our jobs and the way we do things evolve over time and we need to keep abreast of new technologies, legislation and methodologies for our own subject areas. We are responsible for reviewing and developing our own professional practice.

The entering of your name and date below will be treated as your signature for declaration purposes.	
Effective Date:	Issued on:
Name:	Date: