



Information pack for the post of
Principal Planning & Infrastructure Officer (CIL & S106)

Job reference number 1274

Closing date: 10 September 2025 (noon)

Interview date: TBC

Guidance on completing the application form.

Please ensure all sections of the application form are complete.

Before filling in your application form, please read the job description carefully. This outlines the duties to be performed, the person specification will outline the skills, abilities and qualifications required of the postholder. You will need to demonstrate that you meet the requirements of the job description, (or at least have the potential to do so), in order to be shortlisted for an interview.

Please note, when copying and pasting text into the online application form the formatting may change, so please check before submitting.

Disclosure and Barring Service (DBS)

Some posts may be subject to a basic or an enhanced DBS check. This will be stated in the advertisement, Job Description or Person Specification. Further information about this check can be obtained from the following website:

www.gov.uk/disclosure-barring-service-check

Politically Restricted Post

Some posts may be politically restricted which means Under the Local Government and Housing Act 1989 some posts will be disqualified from being a Councillor, Member of Parliament or Member of the European Parliament. The regulations restrict you from undertaking:

- Candidature for election
- Holding office in a political party
- Canvassing at elections
- Speaking or writing publicly on matters of party political controversy.

Additional Clearance

Some posts may at any time be required to undertake additional clearance or checks.

These may be required in order to comply with a request from a Government body or as a result of a statutory requirement and may include some form of criminal record check.

Referees

References must cover the last 3 years together with a reasonable account of any significant periods (6 months or more) of time spent abroad.

Ensure that the names of referees that you supply relate to people who you know in a professional capacity. Ideally, at least one referee should be your current manager or college tutor. Previous managers or tutors can also be named, but where possible, you should avoid providing names of colleagues or friends as referees.

Your referees will be asked to supply information regarding your professional and technical ability, your character and personality, and your timekeeping and reliability. They will also be asked for information regarding your general health and absences on the grounds of sickness over the last two years.

Evidence of information provided in your application form

Successful candidates will be required to provide documentary evidence of the qualifications required to do the job. We reserve the right to verify any information given on the application form and failure to provide such evidence will result in the offer being withdrawn or in dismissal.

Equality and diversity

Spelthorne Borough Council is committed to equality of opportunity for all in relation to the services and functions it carries out and in the employment practices it follows. As a responsible employer, the Council will conduct its affairs in a manner which will not unlawfully and unjustifiably cause disadvantage to any employee or job applicant on the following grounds: age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief or marriage and civil partnership.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

Complaints about equality and race equality issues will be dealt with promptly and seriously. Please refer to our website for further information.

Eligibility to work in the UK

The Asylum and Immigration Act makes it a criminal offence for employers to recruit staff who are not entitled to work in the UK. Therefore any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

What happens after I submit in my application?

The shortlisting panel will look at your application form after the closing date to see how well your skills, experience and knowledge meet the requirements of the job set out in the person specification. Candidates who are shortlisted for interview will be advised of the arrangements.

Telephone **01784 444263** or e-mail recruitment@spelthorne.gov.uk with any queries.

You are also able to apply online using www.surreyjobs.info

surreyjobs.info
A revolution for Public Sector jobs in Surrey
www.spelthorne.gov.uk





Principal Planning and Infrastructure Officer (CIL & S106)
Salary: £48,377 - £59,168 plus essential car user allowance
Full-time 36 hours per week, flexible

Spelthorne Borough Council is offering a fantastic opportunity for a talented planner to join our Strategic Planning Team as Principal Planning and Infrastructure Officer (CIL & S106). With the adoption of our new Local Plan anticipated this autumn, this pivotal role will help shape the future of infrastructure delivery across the borough.

About the Role

This is a dynamic and rewarding position at the heart of strategic planning and infrastructure coordination. You'll play a key role in:

- Involvement in the Local Plan implementation and post-adoption training programme
- Managing the collection, monitoring, and allocation of developer contributions (CIL and Section 106)
- Overseeing the spending of funds secured through legal agreements
- Facilitating infrastructure delivery to support growth and development through building relationships with key partners and providers

As we move to implementation of the new Local Plan, ensuring timely and effective infrastructure provision is critical. You'll be instrumental in fostering collaboration between the Council and external stakeholders, including developers, infrastructure providers, and community groups.

What We're Looking For

We're seeking an enthusiastic and highly motivated professional planner with:

- A proactive, can-do attitude and a hands-on approach to problem-solving
- Excellent communication and relationship-building skills
- Strong written, numerical, and presentation abilities
- A meticulous eye for detail and accuracy
- Confidence working independently and within a small, supportive team
- Experience interpreting and advising on complex legislation
- A background in strategic planning, project management, or developer contributions
- Experience with line management.

Knowledge of grant funding and financial reporting would be a valuable asset. The role also involves regular site visits across the borough to monitor infrastructure projects and engage with delivery partners.

Why Join Us?

Spelthorne is a small council with great people - dedicated, passionate, and proud of the work they do. You'll be joining a supportive, flexible team and forward-thinking team committed to sustainable growth and community wellbeing. This is your chance to make a tangible impact on the borough's future while developing your career in a supportive and ambitious environment.

Other key information

This post is identified as a hybrid post supporting both office and home working in line with Spelthorne Borough Council's policy. The post holder will be required to attend the office in line with a rota and any service requirements.

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for customer facing posts. These posts fall within the scope of the Code of Practice on English language requirement for public sector workers. The Council, therefore, has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. If you have any queries or would like to discuss this further, please contact Human Resources.

Please note that as part of the employment checks, this post has an essential car user allowance attached to it. A valid driving licence, and access to a vehicle insured for business use will be required.

This is a politically restricted post.

Spelthorne Borough Council use the Microsoft Authenticator app as a secure way of accessing our network. Successful candidates will be required to use their own mobile device to download and use Authenticator.

In return, we can offer excellent conditions of service with a benefits' package that includes flexible working hours, pension scheme and at least 23 days' paid leave per year (pro rata for part time).

For more information on this position, please contact Jane Robinson, Local Plans and Infrastructure Manager on 01784 446367 or email j.robinson@spelthorne.gov.uk

Closing date: 10 September 2025 (Noon)

Interview date: TBC

To apply please use the 'apply online' button below.

CVs can only be accepted in support of a completed application form.

Unfortunately, we are unable to reply to all candidates. If we have not contacted, you within 3 weeks of the closing date then your application has been unsuccessful.

All shortlisted applicants will be contacted via email after the closing date.

Working towards equal opportunities

Strictly No Agencies

Job Description

Date prepared: 01/08/2025
Post Title: Principal Planning and Infrastructure Officer (CIL and S106)
Post Number: 2761 Grade: M3/SM1
Report to: Local Plans and Infrastructure Manager
Group Head: Place, Protection & Prosperity

General Duties: To coordinate and manage the Council's Community Infrastructure Levy (CIL) and S106 and the delivery of infrastructure funding accrued from CIL and S106 by identifying priorities for expenditure and working with key stakeholders.

Essential Requirements: Relevant professional or equivalent degree level qualification in Town Planning, Member of the RTPI or eligible for membership, management experience in a planning team, able to work effectively with officers, councillors and stakeholders in the delivery of infrastructure, the ability to understand and advise on complex regulatory requirements, to develop and manage financial records, computer literate, current driving licence with access to own vehicle.

General Responsibilities: Equal Opportunities:
The Council is committed to achieving equality of opportunity and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.

Health and Safety:
The Council is committed to providing a healthy and safe working environment and expects all employees to implement and promote policies in all areas of their work including attending training as appropriate.

GDPR:
The council is committed to the principle of confidentiality and the requirements of the Data Protection Act and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.

Particular Duties:

1. To develop and manage effective partnership arrangements both internally with other departments and externally with infrastructure providers in order to have full understanding of the Borough's existing and future infrastructure requirements, and mechanisms for delivery.

2. To work with the community, Members and other stakeholders to identify infrastructure priorities and to take a lead role in producing and thereafter updating the current Infrastructure Delivery Plan. To work with other officers in the Strategic Planning team to advise on infrastructure provision in the production of the Local Plan.
3. To line manage the Infrastructure team and oversee the administrative functions and monitoring activities of the CIL and Section 106 regimes, and to develop and drive new processes and to lead on system improvements.
4. To provide technical advice on the application of CIL Regulations to complex development. The role will be expected to step-in, support and cover the work of the CIL Officer/Senior CIL Officer and Monitoring Officer as necessary during periods of peak activity, leave, absence and non-working days.
5. To engage with developers and other stakeholders to advise on complex elements of the CIL and S106 process and respond to queries and disputes.
6. To keep up to date with national legislative and policy changes on S106 and CIL, advise the Council on the need for any updating of its CIL scheme and lead on future reviews.
7. To oversee maintenance of accurate records of S10 and CIL liable schemes, including supporting officers conducting site visits as required.
8. Prepare and present reports for managers and members, as required, on the collection and spending of S106 and CIL including production of the annual Infrastructure Funding Statement. Reporting to publicise the strategic and local infrastructure improvements that have benefited from CIL expenditure.
9. To be the lead and key point of contact for cases of non-payment of CIL and non-compliance of S106 obligations and developer contributions, to liaise with developers, Planning Enforcement and the Legal department as appropriate in respect of non-payment/non-compliance, including attending court proceedings as necessary. To respond to specific requests for a review of CIL liability, in accordance with CIL Regulation 113 appeals and support the officers/senior officers with any other appeals as required.
10. Work in partnership with the Development Management Team including during pre-application discussions, on S106 negotiations to achieve the best outcomes for the Council and partners. To coordinate and oversee the Section 106 process and proactively respond to and implement changes in Legislation and drive process improvements.
11. To manage the governance arrangements for the identification and prioritisation of infrastructure to be funded by CIL and S106 monies. To support S106/CIL officer/Senior CIL officer as required with advising potential applicants, coordinating applications for funding, organising and presenting at Local and Strategic Spending Boards. To oversee implementation of approved allocations, and ensuring accurate maintenance of record of spend. To work with Council Legal team to approve wording of legal agreements relating to Strategic CIL spend. To work with internal departments to ensure S106 and CIL funds are spent in a timely manner and accordance with the purpose set out in the agreements.

12. Liaise with relevant departments including Finance, Leisure and Housing to pro-actively anticipate when payments will be received, regularly update departments on S106/CIL funding available, understand department spending plans and maintain accurate central records of funding, allocation and spend.
13. To attend meetings with infrastructure providers in order to formulate S106/CIL bids that will be discussed with internal officers and recommended to the Local Spending Boards, CIL Task Group and Environment & Sustainability Committee.
14. To advise on the acquisition, development and implementation of any systems and ICT software to support CIL and Section 106 work. Liaise with other districts and boroughs to share best practice.

General Duties:

15. Where required, attend evening meetings and present items to committee and attend other meetings and events to represent and speak on behalf of the Council.
16. To carry out such other duties as may be required by your Group Head/Deputy Chief Executive appropriate to your skills and to a level of responsibility not exceeding the grade on which you are appointed. In accordance with the Equality Act and reasonable adjustments will be made to overcome any factor which puts a disabled employee or applicant at a disadvantage.

Person Specification**Post: Principal Planning and Infrastructure Officer (CIL and S106)****Post number: 2761**

| Key job requirements | | Desirable/ essential | Testing mechanism |
|---|-----------|--------------------------------|----------------------|
| 1. Skills | | | |
| 1. Good research and analytical skills and reasoning ability | Essential | Application form/ Interview | |
| 2. Strong verbal and written communication and presentational skills. | Essential | | |
| 3. Ability to communicate complex technical issues in written form in a way that is clear to the public | Essential | | |
| 4. Numerate and confident with figures. | Essential | | |
| 5. Strong ICT skills and good working knowledge of Microsoft Office and planning software systems. | Essential | | |
| 6. Strong organisational and time management skills. | Essential | | |
| 7. Strong attention to detail and a methodical approach to work. | Essential | | |
| 8. Ability to work independently and as part of a team. | Essential | | |
| 9. Excellent partnership and relationship building skills | Essential | | |
| 10. Management skills | Essential | | |
| 2. Experience | | | |
| 11. Significant experience in Strategic Planning work | Essential | Application form/ Interview | |
| 12. Experience in strong communication across a wide spectrum of stakeholders. | Essential | | |
| 13. Experiencing in reporting and presenting, both written and numerical. | Essential | | |
| 14. Experience as a strong team player, cooperation, and collaboration with others. | Essential | | |

| Key job requirements | Desirable/ essential | Testing mechanism |
|---|--|--|
| <p>15. Experience of tracking and delivering projects.</p> <p>16. Experience of interpreting and advising on complex legislation</p> <p>17. Experience in supervising other staff</p> <p>18. Experience of composing and implementing processes and procedures</p> <p>19. Understanding of Local Government business and processes.</p> | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> | |
| <p>3. Knowledge</p> <p>20. Knowledge of the planning system, Local Plan and developer contributions (CIL and S106) and related legislation.</p> <p>21. Knowledge of the democratic process and Local Government procedures.</p> | <p>Essential</p> <p>Essential</p> | <p>Application form/ Interview</p> |
| <p>4. Qualifications</p> <p>22. Relevant professional or equivalent degree level qualification in Town Planning</p> <p>23. Member of the RTPI or eligible for membership</p> <p>24. Management qualification</p> <p>25. Current driving licence with access to own vehicle for site visits.</p> | <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> | <p>Application form/ Interview</p> |
| <p>5. Personal Qualities</p> <p>26. Conscientious, hardworking, motivated and enthusiastic.</p> <p>27. Adaptable and willing to learn.</p> <p>28. Proactive and able to use one's initiative.</p> <p>29. Ability to work under pressure and to deadlines.</p> <p>30. Flexible – able to attend evening meetings as required.</p> | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> | <p>Interview</p> |