

CROYDON COUNCIL

ROLE PROFILE AND PERSON SPECIFICATION

DIRECTORATE:

Sustainable Communities, Regeneration and Economic

DIVISION:

Planning and Sustainable Regeneration

JOB TITLE:

S106/CIL Officer

ROLE PROFILE

Job Title:	Support Officer - Section 106 and Community Infrastructure Levy (Spatial Planning)
Directorate:	Sustainable Communities, Regeneration and Economic
Division:	Planning and Sustainable Regeneration
Grade:	Grade 8

Hours (per week):	36 hours
Reports to:	Section 106 and CIL – Project Officer
Responsible for:	No staff responsibilities.

Role Purpose and Role Dimensions:	To facilitate the Council's Section 106 management, monitoring, recovery, and assignment function. To facilitate the Council's Community Infrastructure Levy (CIL) charging authority function (CIL management, monitoring, recovery, and assignment).
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Commitment to Diversity:	To take individual and collective professional responsibility for championing the council's diversity agenda, proactively implementing initiatives which secure equality of access and outcomes. Commit to continual development of personal understanding of diversity
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Key External Contacts:	Contact will include with infrastructure and service providers, external law firms. Registered Providers, Transport for London, members of the public, developers, councils and the Greater London Authority.
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Key Internal Contacts:	Collaborating with the Development Management Service, Development Management Technical Support, Planning Enforcement, Finance, Legal Service Corporate Debt Recovery, IT, Land Charges, Development Division and District and Regeneration Division.
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Financial Dimensions:	Ensure the management, monitoring, recovery and assignment of the Council current and future Section 106 and CIL income which is essential to the council income and expenditure as a vital department that accumulate a vast amount of revenue which remains the primary means for our borough to ensure that developments pay for infrastructure that supports them.
Key Areas for Decision Making:	To organise and support decision making regarding the management, monitoring, recovery and assignment of the Council's current and future Section 106 and CIL income. To have an individual and collective responsibility for collating and analysing different types of financial contributions.
Other Considerations:	Ability to attend evening or weekend meetings and from time to time and to work hours required to meet pressing deadlines that may exceed contracted hours. Acknowledge that this role forms part of the Spatial Planning Service and on limited occasions you may be required to support other projects that form part of the Spatial Planning Service Plan.

Is a satisfactory disclosure and barring check required? (click here for guidance on DBS)	select from drop down
What level of check is required?	
Is the post politically restricted (Click here for guidance on political restriction)	No
Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974 (Click here for guidance on ROA)	select from drop down

**Key Accountabilities
and Result Areas:**

**Support the functions
of the
Council's Section 106
Framework Group**

Key Elements:

This will involve:

- To manage the setting of the Section 106 Framework Group's meeting agendas including, arranging monthly Infrastructure framework group meetings, creating and dispatching information to enable project managers to submit bids, minute taking and generating agendas.
- Ensure the Council's Uniform IT Planning System (or equivalent) is up to date in terms of monitoring Section 106 agreements that are extant, entered, payment triggers and payments received.
- Ensure the Council's Section 106 contribution monitoring is up to date at the point Section 106 agreements are entered into as well as securing the required income with accordance to the financial obligations within the legal agreement.
- Ensure the Council's Section 106 contribution claw-back monitoring is up to date for extant Section 106 agreements and at the point Section 106 agreements are entered into.
- Ensure the Council's Section 106 Balance Sheet is updated on a weekly basis to reflect income received and assigned, working alongside the finance department.
- Ensure the correct CIL figures are used in assessments and calculate CIL measurements for reviews appeals using form data, reports and maps.
- Ensure the Section 106 Framework Group's Section 106 recovery monitoring is updated on a monthly basis, including monitoring the point Section 106 payment triggers have been met and support the implementation of the recovery process.
- Gather further information if required under the guidance of the Team Manager for the implementation of the Section 106 recovery process for the tasks that are the responsibility of the

Planning and Sustainable Regeneration.

- Supply the documentation and evidence to Legal Services and Corporate Debt Recovery for Section 106 income recovery.
- Supply draft responses to enquiries and freedom of information requests regarding Section 106 management, monitoring, recovery, and assignment.

Support the functions of the Council's CIL Implementation Group

This will involve:

(Note this group is currently not being used but may be restored under the transformation programme)

- Organising and circulation of the CIL Implementation Group's meeting agendas.
- To review and cleanse relevant finance databases and submissions confirming Section 106 and CIL commencement details.
- To raise CIL demand notices.
- To maintain and ensure the committed budgets for Section 106 and CIL project assignment are monitored for spend and renewal.
- Ensure the Council's Uniform IT Planning System (or equivalent) is up to date in terms of monitoring CIL liability both extant and entered into and payments received.
- Ensure the Council's CIL Balance Sheet is updated on a weekly basis to reflect income received and assigned.
- Gather information if required under the guidance of the Team Manager for ongoing CIL appeals, which are submitted to the planning inspectorate. Supply information (both current and historic) to support our cases and update decisions accordingly.

- Ensure the CIL Implementation Group's CIL recovery monitoring is updated on a monthly basis, including monitoring the point CIL payment triggers have been met and support the implementation of the recovery process.
- Support the implementation of the CIL recovery process for the tasks that are the responsibility of the Planning and Strategic Transport Directorate, including the functions of Planning Enforcement.
- **Support and supply** of documentation and evidence to Legal Services and Corporate Debt Recovery for CIL income recovery.
- **Support and supply** information for the assembly and submission of the Council's quarterly return on the Mayor's CIL.
- **Support and supply** the responses to enquires and freedom of information requests regarding CIL management, monitoring, recovery and assignment, which will require an understanding of the CIL regulations

**Support the functions
of the Council's
Infrastructure Finance**

This will involve:

- **To organise and circulate** the paperwork for the Infrastructure Finance Group's meeting agendas.
- **To advise** internal and external infrastructure and service providers, and Registered Providers on the process and merits of bids for Section 106 and / or CIL funding to the Infrastructure Finance Group.
- Ensure the Infrastructure Finance Group's project tracker is updated monthly and aligns with the CIL and Section 106 balance sheets, including overseeing the transfer of agreed funds to projects.
- Support the drafting of funding agreements with third parties if required by the Infrastructure Finance Group's award of funding.
- **Support and supply** information for the drafting of the Authority's Monitoring Report's CIL and Section 106

content, particularly to meet the requirements of the CIL regulations.

- **Support and supply** the information for the drafting of the Infrastructure Finance Group's quarterly report to the Council's Growth Board regarding the management, monitoring, recovery and assignment undertaken by the Section 106 Framework Group and CIL Implementation Group.

Confidentiality:

Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Green Commitment:

Ensuring both individual and teamwork meets the Council's Green Commitment Policy goals in reducing energy consumption and waste, increasing renewable energy use and recycling, contributing to a reduction in traffic congestion and using sustainable materials.

Data Protection:

Being aware of the council's responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.

Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.

Equalities and Diversity:

The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own

work, undertake any appropriate training to help them to challenge prejudice or discrimination.

Health and Safety:

Being responsible for own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management. Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.

Person Specification

Job Title:	S106/CIL Officer – Section 106 and Community Infrastructure Levy (Spatial Planning)
Essential knowledge:	<ul style="list-style-type: none">• Understanding of planning process.• Understanding of legislation and regulations related to Section 106 and CIL.• Understanding of infrastructure planning.• Understanding of the operation of local government
Essential skills and abilities:	<ul style="list-style-type: none">• To display general level of ability in letter & report writing; exhibit a clear & comprehensible writing style in line with Plain English principles (A-C GCSE English or equivalent)• Numerically competent (A-C GCSE Mathematics or equivalent)• High ability to utilise technologies (Microsoft Office Software) in a planned and programmed manner• Ability to read and scale drawings• Ability to understand legislation and regulations• Time/priority management: developing ability and understanding of techniques.• Ability to work under pressure.• Methodical and attention to detail• Logical thinker and ability to analyse and weigh issues• Able to working in teams• Polite, helpful and confident• Verbal communication: effective• Strong customer care understanding

Special conditions:

To be prepared to attend evening and weekend meetings and to work the hours required to meet pressing deadlines that may exceed contracted hours. Acknowledge that this role forms part of the Spatial Planning Service and on limited occasions you may be required to support other projects that form part of the Spatial Planning Service Plan.