



HILLINGDON

LONDON

JOB TITLE:	S106 Skills and Employability Officer
GRADE:	POB
POST NO:	30775
JOB TIER:	5 (non management)
GROUP:	Place
SERVICE:	Strategic Planning and Regeneration

REPORTING STRUCTURE

Reports to:	Economic Development Team Leader
Direct Reports:	0 - 1
Indirect Reports:	Consultants, contractors, temporary staff, apprentices

ROLE PURPOSE

To lead the strategic development and delivery of local skills, training and employment outcomes through development and regeneration activity across the borough of Hillingdon. The post will establish and operate a proactive Section 106 skills and employment function, strategically engaging with developers, contractors and partners to maximise socio-economic value from growth, and lead on developing new approaches for the Council to secure these outcomes.

The role plays a critical part in ensuring Section 106 obligations are negotiated, implemented and monitored in a way that delivers long-term, high-quality employment, skills and supply-chain opportunities for residents and businesses.

Key Responsibilities

- Lead on the calculation, negotiation and monitoring of S106 skills, employment and training obligations for new development, working closely with applicants, Planning, Legal and infrastructure partners
- Strategically engage with developers at pre-application and application stage to maximise employment, apprenticeship, training and social value outcomes for residents.
- Provide authoritative and consistent advice on S106 skills and employment requirements, construction training plans and heads of terms.
- Oversee the monitoring, compliance and performance management of S106 obligations, ensuring outcomes are evidenced, reported and continuously improved.
- Lead the implementation of the Council's Skills, Employment and Training Supplementary Planning Document (SPD) and wider employment and skills strategies.
- Maximise opportunities to pool funding and apply for grant funding to support Hillingdon Employment and Skills objectives
- Develop and maintain strong partnerships with employment support providers, training organisations and major employers, including Heathrow-related initiatives and shared apprenticeship schemes.
- Lead on supporting Heathrow's Local Growth Taskforce and maximise opportunities associated with the Heathrow Economic Development Strategy, with a focus on employment and skills priorities.
- Champion wider social value and local supply chain outcomes, including supporting Meet the Buyer events and SME engagement.
- Contribute to the development of social value policy, toolkits and monitoring frameworks for developers and contractors.
- Representing the Council in external forums and partnerships, promoting a strategic, borough-wide approach to skills and employment linked to growth and regeneration.

1. Resident & community contribution

- Demonstrate a strong commitment to the Council's Customer Care Standards and to delivering inclusive growth outcomes that put residents first, ensuring development activity contributes positively to local communities and long-term socio-economic wellbeing.

2. People management

- Potential for future direct supervisory responsibility depending on service workload and structure. The post holder will matrix-manage other members of the team when they are working directly on S106 Skills projects.

3. Operational service delivery

- Lead on the implementation of the skills, employment and training SPD and other local employment and skills strategies.
- Lead on implementation of employment and skills objectives as part of Hillingdon's Growth Plan
- Manage, monitor, and evidence developer performance against construction training plan targets to achieve outcomes and meet compliance, working closely with local job brokerages, training providers and planning.
- Lead negotiations at the Planning stage of Section 106 skills and employment contributions, construction training plans and support associated legal agreements.
- Establish an effective monitoring and evaluation system to oversee all activity related to S106 employment and skills outcomes.
- Work with regeneration development partners to develop and deliver employment and training strategies and related action plans.
- Support the co-ordination of skills and employment activities and initiatives across all regeneration areas and the wider borough.
- Co-ordinate the evaluation of employment and training initiatives and provide updates to agreed timelines.
- Build strategic relationships with local partners to ensure that initiatives developed are informed by current local and national developments in the field of employment and training.
- Develop and lead the borough's construction employment partnership group.
- Provide the first point of contact point for all S106 related employment and skills enquiries from the public, external agencies and other council departments.
- Work with the local supply chain and particularly SMEs to maintain a database of suppliers and support and encourage them to win work on local developments.
- Undertake other duties as reasonably fall within the responsibility of the post.

4. Service planning & development

- Maintain knowledge of the current team plan and understanding of own contribution in order to ensure delivery of this plan.

5. Financial & resource management

- To actively support and contribute to the effective management of the allocated S106 budget.
- Specifically, work with finance and other appropriate colleagues to ensure financial record keeping is accurate and that S106 skills and employment contributions are collected at the agreed stages and allocated to appropriate projects.
- To ensure all purchasing and procurement is conducted in line with the corporate guidelines with appropriate use of the council's financial systems.
- To demonstrate cost-consciousness and identify any cost-effective changes to own way of working.

6. Service improvement

- Develop and propose new and innovative approaches to securing skills, employment and social value outcomes for residents.
- Proactively work across the strategic planning and regeneration team to help deliver a common approach in all projects.

- Lead the production, communication, maintenance, and continuous review of S106 employment and skills requirements related to planning agreements.
- Represent the council and promote the S106 employment and skills service objectives in a wide range of external forums.

7. Key skills

- Strong understanding of the employment and skills landscape, in relation to regeneration and the construction sector.
- Knowledge of S106 monitoring and understanding of legal agreements.
- Negotiation skills and an ability to hold agencies to account while mainlining positive relationships.
- A methodical approach to work with high levels of accuracy and ability to pay meticulous attention to detail.
- Ability to build and maintain partnerships with senior stakeholders.
- A self-starter with the ability to undertake work quickly and independently.

8. Additional responsibilities

- To deputise for the Economic Development Team Leader as appropriate.
- To work outside, as appropriate, of normal working hours to attend committee meetings and for related activity.
- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.

9. Key performance indicators

- S106 objectives are delivered against any agreed team plans, service level targets and statutory targets.
- Delivery of agreed objectives and report on a monthly/ quarterly basis

Person Specification

S106 Skills and Employability Officer

This person specification will be used for recruitment to the **S106 Skills and Employability Officer role** at Hillingdon Council. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL	DESIRABLE
Relevant degree or equivalent experience	☐	
Membership of relevant professional body		☐
Evidence of continuing professional		☐
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL	DESIRABLE

Available to work outside of normal office hours including occasion weekends, for council meetings and meetings with the public	<input type="checkbox"/>	
Capacity and willingness to work flexibly outside normal hours in response to service needs.	<input type="checkbox"/>	
	ESSENTIAL	DESIRABLE
Experience of delivering skills, employability and training as part S106 agreements	<input type="checkbox"/>	
Experience calculating and negotiating skills, employment training outcomes as part of a S106 agreement		<input type="checkbox"/>
Understanding of the role of local authorities particularly in to skills development, employment and training initiatives, and S106 planning obligations.		<input type="checkbox"/>
Partnership working and relationship building and management	<input type="checkbox"/>	
Experience of funding programmes, grant applications and contracts preferably within a Local Government context.	<input type="checkbox"/>	
Excellent organisational skills, including the ability to manage workload effectively	<input type="checkbox"/>	
Experience of evaluating projects, reporting information and statistical data.	<input type="checkbox"/>	
4. KNOWLEDGE & SKILLS	ESSENTIAL	DESIRABLE
Extensive and up to date knowledge of best practice, issues, policy in public sector Economic Development.	<input type="checkbox"/>	
Excellent communication skills, verbally and in writing.	<input type="checkbox"/>	
Knowledge of Section 106 funding and how to utilise this to achieve Council priorities.	<input type="checkbox"/>	
Numerate and able to compile statistics.	<input type="checkbox"/>	
Good interpersonal, negotiation, influencing and consultative with the ability to form working relationships and communicate effectively with a wide range of audiences.	<input type="checkbox"/>	
Proven negotiating and influencing skills.	<input type="checkbox"/>	
Ability to analyse and interpret statistical information and trends.	<input type="checkbox"/>	
Demonstrable commitment to high standards of stakeholder partnership management and support.	<input type="checkbox"/>	
Excellent ICT skills with the ability to learn and use specific software.	<input type="checkbox"/>	

5. COMPETENCIES	ESSENTIAL	
“Can do” positive attitude Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or ...	<input type="checkbox"/>	
Takes responsibility and delivers results Adapts to changing demands to ensure that objectives are met, overcoming problems, and making well-considered decisions	<input type="checkbox"/>	
Team working Acts as a role model to others in the team, sharing knowledge and contribution other team members’ experiences can bring.	<input type="checkbox"/>	
Communication		

<p>Demonstrates well developed written and verbal skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.</p>	<p>□</p>	
<p>Customer Care Develops contacts and relationships with customer/ client groups, ensure quality service provision.</p>	<p>□</p>	
<p>Takes ownership of personal development Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to</p>	<p>□</p>	