



HILLINGDON

LONDON

JOB TITLE:	Principal Planning Obligations Officer
GRADE:	POC
POST NO:	30755
JOB TIER:	5 (non-management)
DBS CHECK:	N/A
GROUP:	Residents Services
SERVICE:	Planning

REPORTING STRUCTURE

Reports to:	Planning Obligations Team Leader
Direct Reports:	N/A
Indirect Reports:	Up to 2 Planning Assistants/Apprentices

ROLE PURPOSE:

Principal post within the Planning Obligations Team, involved with the administering, collection and spend of planning obligations in accordance with relevant legislation and policies.

Responsible for administering, collecting and monitoring the Community Infrastructure Levy (CIL) and Building Safety Levy (BSL) arising from developments in Hillingdon.

Working with planning case officers and legal officers to ensure successful administration, collection, monitoring and spend of Section 106 (S106) legal agreements.

A. Job Description

1. Resident & Community Contribution

- To mitigate impacts arising from growth and development on borough residents and businesses, through the successful implementation of Planning obligations and corresponding enhancements to local infrastructure.
- To demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met to deliver the Council vision of 'putting our residents first'.

2. People Management

- This role may have some supervisory responsibility for planning assistants and apprentices who are undertaking work related to CIL and S106 matters.

3. Operational Service Delivery

- Effectively administering CIL and BSL at all stages of the process in line with regulations and policies to facilitate successful collection of funds. This includes checking information, undertaking calculations, working with Development Management and applying reliefs.
- Addressing issues on complex cases and administering appeals in relation to CIL and BSL where necessary, including working with senior and legal officers.
- Collecting money owed through either levy, including application of the full suite of enforcement measures where necessary.
- Provide formal advice and support to Development Management case officers involved in Section 106 negotiations, including providing consultation responses on recommended Heads of Terms and supporting the drafting of legal agreements.
- Monitoring S106 agreements and ensuring proactive collection of money owed and the successful discharge of non-financial obligations.
- Liaising with infrastructure providers to align receipted obligations with appropriate projects and overseeing the spend of large sums.
- Undertake accurate monitoring of data related to the Planning Obligation Team and draft relevant reports, including the Infrastructure Funding Statement. Furthermore, propose and participate in establishing innovative new projects to assist with monitoring and spending obligations.

- Being a primary point of contact for all S106, CIL and BSL related correspondence and to answer related enquiries from other members of staff and members of the public.

4. Service Planning & Development

- Maintain knowledge of the current Service and Team Plans and understanding of own contribution to ensure delivery of this plan.
- Contribute to wider service improvement planning and events when requested.
- Maintain and build on existing knowledge of regulations and case law as it relates to CIL, BSL and S106 agreements.

5. Financial & Resource Management

- To follow the regulations and Council policies and procedures in relation to the collection of CIL, BSL and S106 agreements and maintain appropriate records.
- To support the preparation of timely financial reports.
- To demonstrate cost-consciousness and identify any cost-effective changes to own way of working.

6. Service Improvement

- To identify and suggest improvements to current ways of working to deliver a more efficient and effective service for customers.

7. Contacts

External

- Developers; Other London Boroughs; Greater London Authority; Secretary of State; London Councils; and External Infrastructure Providers (especially Housing Associations; NHS Bodies; Environment Agency; Transport for London; Canal & Rivers Trust, Metropolitan Police Service).

Internal

- Members; Development Management; Strategic Planning & Regen, Relevant Service Areas for Infrastructure Delivery (especially Housing, Education, Green Spaces, Environmental Specialists, Transport, Highways, Capital Programme Team, Property, Legal, Finance and Audit).

8. Additional Responsibilities

- Complete other reasonable tasks related to Planning Obligations Team to fulfil role purpose or as instructed by management.

- This job description is not intended to be an exhaustive list of duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of this role.

9. Key Performance Indicators

- The accurate and lawful administration of obligations.
- Task response times and prioritisation.
- Proactive and efficient management of cases.
- Accuracy of data management and monitoring.
- Successful working relationships with team members and key stakeholders.

B. Person Specification

Principal Planning Obligations Officer

This person specification will be used for recruitment to the **Principal Planning Obligations Officer** vacancy in LBH. 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 ✓
RTPI or RICS accredited degree or equivalent experience in a local authority setting.	✓	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL ✓	DESIRABLE ✓
Demonstrable extensive knowledge and experience of the statutory and legal frameworks and procedures around the Community Infrastructure Levy and S106 Planning Obligations.	✓	
Knowledge of development management process as it pertains to Community Infrastructure Levy and S106 Planning Obligations.	✓	
An understanding of the emerging requirements related to the new Building Safety Levy.		✓
Experience using the back-office Planning Obligations Suite produced by Exacom.		✓
3. EXPERIENCE	ESSENTIAL ✓	DESIRABLE ✓
Previous experience administering and collecting the Community Infrastructure Levy and S106 Planning Obligations.	✓	
Previous experience addressing complex issues related to Community Infrastructure Levy and S106 Planning Obligations, including appeals or other arbitration.	✓	
Previous experience in project delivery as it pertains to Planning Obligations		✓
4. KNOWLEDGE & SKILLS	ESSENTIAL ✓	DESIRABLE ✓
	✓	

Knowledge and experience of statutory and legal frameworks and procedures around the Community Infrastructure Levy and S106 Planning Obligations.		
Highly capable and effective communicator in verbal and written forms requiring limited supervision and revision. Proficient in writing clear and concise reports for different audiences and maintain strong data quality.	✓	
Capable negotiator and facilitator, who is able to build effective relationships and achieve co-operation from other colleagues, Councillors, stakeholders, members of the local community and members of the development industry.		✓

Our values

Respect

We appreciate what makes us different and include everyone.

- We recognise that we all have unique talents, skills and experiences.
- We provide a professional service to our residents and colleagues and lead by example.
- We celebrate diversity and ensure our working practices are inclusive.

Collaborative

We believe in the power of working together.

- We work collaboratively as one council.
- We promote creativity and innovation to improve outcomes for all.
- We recognise the strength of sharing knowledge and experience.

Efficient

We deliver the best possible outcome by carefully managing our resources.

- We are empowered to deliver the most efficient outcome.
- We harness new technology and tools to deliver our services efficiently.
- We look after our finances and maximise value for money for residents.

Integrity

There is no gap between what we say and do.

- We choose what is right over what is easy.
- We trust and support each other to get the job done.
- We are responsible and accountable for our actions, both good and bad.

Open and honest

We are transparent in the actions and decisions we take.

- We provide a safe space to have truthful discussions in a positive way.
- We encourage constructive feedback without fear of judgement.

Appendix 1

Organisation Chart

