

Job Description

Service:	Development Management (Planning)
Job title:	Section 106 Officer
Grade:	E
Hours of work:	37 Hours a week
Responsible to:	Click here to enter text.
Direct reports:	0
Indirect reports:	0

Purpose of Post:

To lead on S.106 Agreement negotiations, monitoring and spend for the Council, ensuring spend supports the Council's requirements. Negotiate S106 agreements through the planning process and provide day to day management of S106 legal agreements to ensure that the provisions within them are enacted at the correct time, managing incoming funding contributions and associated spend.

Main Duties and Responsibilities:

1. To assist with day-to-day general enquiries relating to S106 and monitor S106 obligations / contributions to ensure that they are discharged correctly.
2. To ensure data is captured and shared with colleagues across services to identify CIL and S106 liable developments, commencements, S106 triggers and other relevant data to support the Council in achieving its service delivery in a timely and efficient manner.
3. Lead the administration, monitoring and enforcement of S106 processes, including the database of heads of terms, charges, allocations and spend.
4. Ensure S106 are reconciled and lead on production of S106 reports and the transfer of S106 funds collected on behalf of other organisations.
5. To prepare invoices for S106 obligations and demand notices for CIL cases along with the monitoring of payments, in liaison with the Council's Finance team, using IT systems including TechOne.
6. To support the Team Leader to work collaboratively with partners and members of the public to manage the delivery of strategic infrastructure projects as required.
7. Maintain an up-to-date knowledge of relevant legislation and take a proactive approach to relevant changes, updating colleagues and recommending revised procedure and practices if required.
8. To co-ordinate responses to formal information requests such as Freedom for Information requests, formal complaints, and MPs letters, when necessary.
9. To keep up to date with legal changes impacting on CIL and S106 necessary to administer systems accurately and ensure the Council meets the legal requirements in its work.
10. To support the team leader in working with colleagues and developers to understand CIL and S106 requirements, where necessary.
11. To become involved in working across service areas and with other partners on Implementation Team projects as required.
12. To perform any other duties of a reasonable nature as required by Management.

This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within Huntingdonshire District Council.

Qualities	Examples
Knowledge and Qualifications	5 GCSE's or equivalent, including English and Maths. Business Administration qualification or equivalent qualification or experience. Knowledge of developer contributions; CIL and S106. Proven working knowledge of Microsoft Office and advanced knowledge of Excel and Access The ability to communicate technical information clearly and effectively both verbally and in writing, with a range of stakeholders, colleagues and customers. The ability to negotiate complex legal agreements, monitor and maintain records associated with the delivery of those agreements. Methodical approach to work with high levels of accuracy and attention to detail. Good organisational skills, and ability to manage multiple deadlines and competing priorities. Excellent information management and numeracy skills and ability to produce and collate accurate information and data reports. Good overall administrative skills including maintenance and organisation of records and data. Preparation of correspondence, financial management, primary contact for clients for all s106 matters.
Experience	Experience of working as a development management case officer in a Local Authority planning department or at an equivalent level in private practice.

Qualities	Examples
	Using IDOX Uniform systems (D)
Skills and Abilities	Clear and concise written and spoken communication skills. Ability to present written information in a structured and balanced way appropriate to the needs of the reader. Good interpersonal skills to deal with a range of professional, technical, and non-expert stakeholders and colleagues Capable of independent initiative and creative thinking. Proactive and completes work/tasks fully Analytical skills The applicant will be accountable for their own workload.
Decision making and Impact on others	Makes effective decisions under time pressure. Balances risks and benefits of various options and decisions. • Incorporates a range of views when making their decisions; • Considers all relevant information when making decisions; • Considers diversity issues when making decisions • Considers the effects their decisions may have across the wider department
Communication with Internal and External Customers	Predominantly external customers, such as: Developers, Agents, Landowners, Residents, Members, other Councils' Officers, Town and Parish Councils, Agencies and Organisations. High visibility with members of the public Internal customer contact 20%

Qualities	Examples
	External customer contact 80%
Personal attributes & other requirements	• Willing to travel and occasionally work unsocial hours; • Be a good team worker demonstrating loyalty and commitment to the organisation and team members; • Is prepared to adapt their approach to overcome obstacles; • Responds constructively to a change in agenda or priorities; • Revisits their decisions when presented with new information; • Is prepared to adjust their interpersonal style to respond to the needs or preferences of others and the situation; • Re-prioritises appropriately when faced with a change in requirements.
HDC values 	The values outlined below reflect our collective positive attitude and how all staff is expected to work together as one team. Inspiring: We have genuine pride and passion for public service; doing the best we can for customers. Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers. Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers. Respectful: We respect people's differences and are considerate to their needs. Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.



Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to Safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.