



ROYAL BOROUGH OF KINGSTON UPON THAMES - ROLE PROFILE

CIL and 106 Officer Officer, Development Management

Grade F

Role purpose

Contribute to the Strategic Planning and Infrastructure service through supporting the negotiation of and leading on the monitoring, enforcement and application of Planning Obligations (Section 106) and Community Infrastructure Levy funding streams to enable delivery of local and regional infrastructure.

The role reports to the Lead Officer, Planning Enforcement. It has no direct reports.

Key activities

Customer

- Working closely with colleagues in the Contact Centre and other services, deliver excellent levels of customer services for the benefits of the reputation of the council.
- Support and facilitate senior officers as they seek to respond to complaints arising from the post holder's casework.

Performance

- Works with manager to agree performance objectives
- Plans and prioritises own work to meet deadlines

Partners

- Builds strong internal and external working partnerships to enable the service to be delivered in an outcome-focused and efficient way.
- Supports Kingston's commitment to community cohesion and valuing diversity and social inclusion.

Core Competencies

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- Self management and employing self-awareness, self confidence, self-control, self-knowledge, personal reflection, resilience and determination to work positively with customers, stakeholders, Councillors and colleagues. Demonstrate behaviours consistent with the Core Competency Framework.

Digital/New Ways of Working

- Supports the use of new technologies, particularly Google, to enable modern working practices to thrive.

Equality and Diversity

- Embeds equity, equality, fairness and diversity into all aspects of their work.

General

- To develop, update and act on own personal development plan, and be ready to share learning with others.
- To work in accordance with RBK's Equal Opportunities, Health & Safety, relevant policies and legislation.
- Any other duties commensurate with the grade of the post, as may be required from time to time.

Technical

- To deliver community infrastructure through the community infrastructure levy and section 106 obligations.
- To prepare community infrastructure levy charging schedules for adoption including the preparation of supporting viability, infrastructure, funding and other appropriate evidence, to manage public consultation on the council's charging schedule in accordance with the community infrastructure levy regulations, and to appear on the council's behalf at the community infrastructure levy charging schedule examination if required.
- To support the preparation and on-going review of supplementary planning documents on section 106 developer contributions including management of public consultation in accordance with the local plan regulations.
- Take responsibility for the data input and quality in all electronic systems used for the administration, recording, collection, monitoring, and reporting of community infrastructure levy revenue and s106 financial and non-financial obligations, including developing relevant standard operating procedures, protocols, and guidance.
- Support the council's processes for the expenditure of community infrastructure levy and section 106 monies by internal services and external bodies.

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- To enforce non-payment of the community infrastructure levy and financial section 106 planning obligations, and compliance with non-financial section 106 planning obligations
- To provide advice on the liability of development to the community infrastructure levy and support development management officers in their section 106 negotiations ensuring consistency and justification/evidence is available.
- To write reports, statements and proofs of evidence and help defend appeals or take part in legal proceedings as required.
- Attend meetings, internal and external, to present reports and provide advice. This will involve out of work hours meeting as required.
- To comment on other LPA's consultations on CIL documents and to keep up to date with Government announcements and statements on CIL and S106's.
- Present data to senior colleagues to provide information on the council's performance with regard to community infrastructure levy and s106 revenues.

The person

In order to successfully deliver the responsibilities of the role, you will need to:

- Possess a good level of education with an ability to work with numbers
- An understanding of data entry and records management
- Previous experience of the planning obligations and/or Community Infrastructure Levy matters is desirable

Grade G recognises:

- A demonstrable breadth of experience and knowledge in all areas of the planning obligations and the Community Infrastructure Levy process.
- Delivers a high standard of service to customers and colleagues within the team, service and across the Council

Our Values

Being an enabling council is a key principle that runs through our organisational development and is embedded in everything we do. Underpinning this are the following values:

Innovative

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- Promote a culture that encourages creativity
- Embrace new ideas and ways of working
- Ambitious to push the boundaries to realise potential

Open

- Respect and recognition - everyone has a voice that is heard and we are all valued
- Collaborative - working together with new and existing partners
- Empowering staff and residents to encourage informed decision-making
- Inspire trust by acting with integrity in all we do

Smart

- Commercial acumen to find solutions and best value
- Agile working
- Customer driven, listening and responding to consistently deliver excellence