

## JOB DESCRIPTION

<b>JOB TITLE</b>	Planning Obligations Monitoring Officer (S106)
<b>GRADE</b>	Band H
<b>REPORTING TO</b>	Principal Planning and Enforcement Team Leader
<b>JD REF</b>	REG0057G

### PURPOSE

Monitoring S106 planning obligations to ensure records are fully in order, monies are paid when triggers are met and correct accounting processes are followed. The post holder will ensure that statutory obligations are met and complied with. They will liaise with developers, members and other stakeholders and reporting on spend to relevant committees.

### MAIN DUTIES AND RESPONSIBILITIES

1. Setting up appropriate systems to monitor Planning obligations and other legal agreements, logging agreements onto a database to ensure that individual agreements are accurately recorded.
2. Interpreting complex agreements to ensure that triggers are clearly recorded and monitored.
3. Carrying out site visits and investigations as necessary to monitor agreements and triggers.
4. Assist with Planning enforcement work including investigating complaints regarding alleged breaches of planning control, gathering information assessing if a breach has occurred, dealing with individuals and organisations and effectively negotiating amendments where necessary, assessing if it is expedient to take enforcement action, preparing notices and dealing with any subsequent appeals, Inquiries or Court action.
5. Lead on developing and delivering policy and processes to improve working practices regarding S106 and unilateral undertakings.
6. Liaise with other Council services and other bodies, including statutory and non-statutory consultees and other external agencies, on relevant issues and ensuring that funds are transferred to the relevant service area to be spent in accordance with the legal agreement.
7. Negotiate appropriate monitoring fees for each agreement and ensure that they are accounted for correctly.

8. Answering queries from developers, stakeholders and members regarding legal agreement assisting on negotiating clauses and triggers for infrastructure requirements and other matters in line with Local and National planning policy.
9. Raising invoices and monitoring payments.
10. To report on S106 income and spend to Planning Committee, other relevant committees and members as and when required.
11. To undertake such other duties as may be required withing Development Management or Enforcement commensurate with the level of this post.

## ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

- **Qualifications:**
  - Educated to NVQ level 4 or equivalent in appropriate field or significant experience of working in a relevant field.
  - Evidence of continuous professional development related to the role.
  
- **Knowledge & Skills:**
  - Demonstrable ability to understand and interpret legal documents.
  - Excellent communication skills, including the ability to articulate information; to present clear, accurate and concise reports to a wide range of audiences.
  - Ability to work effectively with individuals, teams, customers, partners and staff, understanding the functions and needs of the service and the organisation as a whole.
  - Focus on customer satisfaction and deliver a quality service.
  - Knowledge of use of databases to manage records.
  - Clear report writing skills.
  - Accuracy and attention to detail.
  
- **Experience:**
  - Experience of the carrying out of investigations and achieving resolution through negotiation.
  - Experience of monitoring sites.
  - Experience of working with a range of stakeholders and negotiating solutions to complex cases and issues.
  - Experience of raising invoices and accounting for spend.

## DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

- **Qualifications:**
  - Additional qualification or membership of organisations that compliments the Planning function.



- **Knowledge & Skills:**
- I.T. literate, ability to use MS Office and ability to become competent at using other software applications relevant to the role.
- Knowledge of democratic process and appreciation of the role of Elected Members.
- Ability to influence and negotiate with internal and external agencies or bodies.
  
- **Experience:**
- Experience dealing with elected members and a range of stakeholders
- Experience of budget management

## ADDITIONAL INFORMATION

The postholder must be able to travel across the borough

Able to work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.

**DATE OF APPROVAL: 17TH FEBRUARY 2022**

**APPROVED BY: KATH LAWLESS – AD CHIEF PLANNER**

