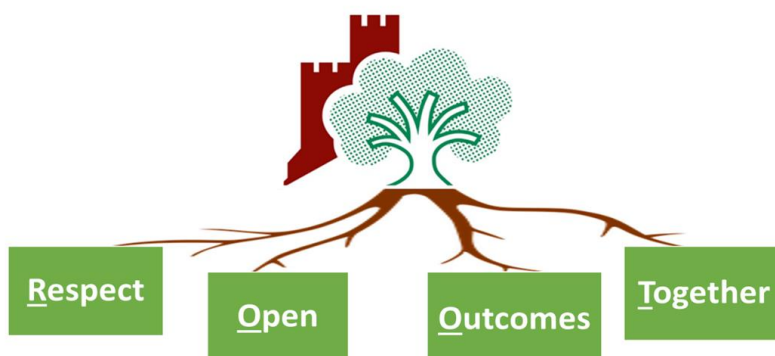


JOB DESCRIPTION



DIRECTORATE	Governance and Community Services
SERVICE	Strategy and Planning
POST NUMBER	TBC
POST TITLE	CIL and Section 106 Officer
POST GRADE	Local Salary Scale 6
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
RESPONSIBLE TO	Principal CIL Officer
RESPONSIBLE FOR	No supervisory responsibility
JOB PURPOSE	To support the Planning Policy Team with the administration and monitoring of the Community Infrastructure Levy (CIL) and Section 106 (S106) monies.

RDC Values and Target Operating Model Principles



- **Efficient and effective** (systems and resources evidencing Value for Money; Return on Investment – a commercial mindset)
- **Empowering** (timely decisions at the right level – proportionate governance)
- **Focussed on customer outcomes and early intervention** (evidence-led decision making and resource allocation)
- **A Community Leader** (influencing stakeholders, driving delivery with partners)

MAIN AREAS OF WORK	
1	Play a key role in the Planning Policy Team through assisting the Principal CIL Officer by providing support for the management and expenditure of the Community Infrastructure Levy (CIL) and Section 106 funding.
2	Issuing CIL paperwork in a timely and organised manner
3	Monitoring S106 payments and requirements and CIL payments and exemptions

4	Monitoring Section 106 agreements, including, with the Principal CIL Officer, managing and improving the systems around data interrogation and storage; in relation to the collection and spending of monies
5	Supporting the process of infrastructure planning to support the emerging Rother Local Plan
6	Liaising with public agencies, utility companies, service providers, representative bodies, local community groups and the general public on matters relating to Section 106 agreements, CIL and infrastructure planning in the District
7	When required and as part of flexible working – to work within other Services and Directorates in support of the Council's overall objectives and projects
8	Co-operate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual
9	To undertake any other duties for which the post holder is competent and which the Head of Service considers necessary for the effective and efficient delivery of the Service

RDC Value	Behaviour	Description
<u>R</u>espect	Professional	Maintaining high standards – in line with professional/regulatory requirements and Nolan principles*
	Value others	Ensures that people are given opportunity to contribute, appreciate and acknowledge that contribution
	Empowering	Enabling and encouraging people to influence and make decisions
<u>O</u>pen	Trusting	Rely on and put confidence in others to do as they say
	Listening	Makes time to hear what people are saying, checks understanding
	Feeding back	Sharing observations and perception to improve understanding and performance
<u>O</u>utcomes	Responsible	Being accountable and reliable, doing what you have said you will do
	Innovative	Creating and trying new ways of doing things
	Prioritises	Organise, clarify what is most important and focus on that
<u>T</u>ogether	Communicates	Shares information in an accessible and timely way with people who need to know
	Collaborates	Cooperates, identifies, and brings in people to work together
	Relationship focus	Taking time to build connections and get to know other people

PERSON SPECIFICATION



POST TITLE	CIL and Section 106 Officer	
DIRECTORATE	Governance and Community Services	
SERVICE	Strategy and Planning	
POST GRADE	Local Salary Scale 6	
		Essential
		Desirable
Qualifications		
Good general level of education	X	
Planning or related degree		X
Full UK Driving Licence	X	
Experience		
Relevant local planning authority experience		X
Experience in an administrative role or similar role	X	
Experience of the Community Infrastructure Levy (CIL) and/or Section 106 agreements		X
Skills and Abilities		
Excellent analytical skills	X	
Highly organised, demonstrates methodical approach	X	
Demonstrable spatial awareness	X	
Good communication skills both verbal and written	X	
Proficiency in IT, including use of the Microsoft Office suite of products	X	
Good numeracy skills, including use of Excel	X	
Ability to work as part of a team	X	
Good negotiation skills	X	
Ability to work under pressure and deal with unforeseen and urgent demands	X	
Highly motivated	X	
GIS skills		X
Training		
Commitment to continuing professional development	X	
Knowledge		
General understanding of current planning issues	X	
General understanding of Community Infrastructure Levy and Section 106 agreements		X
Geographical knowledge of Rother		X

Month Year