

## ROYAL BOROUGH OF GREENWICH

### JOB DESCRIPTION

**DEPARTMENT:** Place and Growth

**POSTHOLDER**

**SECTION:** Planning Obligations Team

**GRADE:** S01 to PO2 (Career Grade)

**POST DESIGNATION (TITLE):** Planning Obligations Officer

This is a career graded post. Progression through the grades will be in accordance with the career grade scheme.

**Purpose of Job:**

To be responsible to the Performance and Planning Obligations Manager for:

- i. Responsible for the effective administration, monitoring and reporting of the Council's Planning Obligations - arising from development in the Royal Borough (Community Infrastructure Levy (CIL) and Section 106 agreements).
- ii. Maintain an effective monitoring system to ensure obligation are collected and spent in accordance with the regulation and legal agreements.
- iii. Responsible for preparing quarterly and annual financial returns setting out income and expenditure.
- iv. Responsible for the Greenwich Neighbourhood Growth Fund and the allocation of neighbourhood CIL money to local community projects

Manages no directly managed staff or indirectly managed consultancy/contracting staff.

**Main Duties:**

**SO1**

- 1) Monitor all planning obligations (CIL and S106 contributions) using manual and computerised recording systems for all aspects of income and expenditure, ensuring that planning obligations are effectively delivered, monitored and enforced.
- 2) Ensure compliance with the Community Infrastructure Levy, including the assessment of the application of CIL, validation and verification of CIL forms, issuing of notices and raising of invoices, monitoring payment and enforcing where necessary.

- 3) Monitor development commencement through commencement notices, records in building control, local land and property gazetteer, development monitoring and council tax systems to identify development commencement dates. Liaise with colleagues in Planning and other services to check development commencement on site.
- 4) Liaise with developers to ensure planning obligations are adhered to and to work closely with Legal Services to take effective action where developers fail to comply with the requirement of these agreements.
- 5) Work collaboratively with colleagues across the Council including Corporate Finance regarding payments, historical balances and projected spend / income.
- 6) Maintain a detailed and clear audit trail for all budgets, undertaking regular financial and audit checks on projects and systems.
- 7) Liaise with landowners, applicants and agents as required, to obtain relevant information and also ensure compliance with internal and external requirements.
- 8) Utilise information technology to improve service delivery.

**PO1 - All of the above and in addition:**

- 9) Provide regular management and monitoring reports for officers, members and the public on income, spend and the delivery of infrastructure.
- 10) Prepare quarterly and annual financial returns for CIL and Section 106 in accordance with regulations and Council policy, and ensure payments are made within agreed timescales.
- 11) Lead on the Greenwich Neighbourhood Growth Fund application process (allocation of CIL neighbourhood portion to local community groups), promoting the fund, liaising with applicants, assessing applications, agreeing grants and monitoring project implementation.
- 12) Co-ordinate responses to complaints, Member Enquiries, FOI requests and other related information requested about the service, ensuring that requests are handled in a timely and professional manner.
- 13) Seek to develop and / or improve existing systems used to monitor and administer CIL and S106, taking account of statutory and audit requirements.
- 14) Maintain a sound knowledge of policy and regulations relevant to the role.
- 15) Provide specialist technical advice and guidance to service users including consultants, developers, officers and residents on all Planning Obligations and CIL matters.
- 16) Provide training to junior staff as required.

**PO2 - All of the above and in addition:**

- 17) Assist and deputise for the Performance and Planning Obligations Manager as necessary.

- 18) Supervise the activities and performance of more junior staff and Consultants as required, including other temporary staff acting on the Councils behalf.
- 19) To monitor the CIL and/or Section 106 account by Service Area and work closely with their Finance officers to ensure delivery of necessary infrastructure in the Borough, in accordance with the legally binding agreements and regulations.
- 20) To prepare and present reports and briefings to senior managers, members and Committees as required.
- 21) To deputise for the Performance and Planning Obligations Officer as required, and to manage and lead, with no supervision, on all CIL and planning obligations matters.
- 22) To contribute to the preparation of policies, procedures and guidance notes and the development of quality assurance and system manuals on good practice for all planning obligations matters.
- 23) To engage actively with all members of the local community, voluntary sector, business and specialist groups using appropriate techniques.
- 24) To represent the Service at meetings with external stakeholders, partners and the public.

### **General**

- 25) To undertake any other work appropriate to the level and general nature of the post's duties.
- 26) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 27) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 28) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 29) This post does not require a DBS.
- 30) To undertake supervision/management of staff as and when required.
- 31) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the Post-Holder normally reports to:

### **Performance and Planning Obligations Manager**