ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT   Place & Growth   **POSTHOLDER**

SECTION   Business, Systems & Resources   **GRADE** Sc 6

POST DESIGNATION   Planning Support Officer (Section 106 Systems)

Purpose of Job:

Accountable to the Head of Business Systems and Resources you will lead the migration of all planning obligation data from an existing Excel-based monitoring system into a new bespoke monitoring system, helping to improve the collection and monitoring of planning obligations.

To be responsible for:

i)   Ensuring all Section 106 deeds and covenants are captured in the Council's new monitoring system;

ii)   Ensure that all related financial and non-financial obligations are recorded to enable ongoing monitoring;

iii) Reconcile historical and current financial information to ensure data accuracy, consistency, and completeness.

iv) Develop and implement clear and consistent reporting templates within the new system to meet internal and external reporting requirements.

Manages up to 0 directly managed staff.

Manages up to 0 indirectly managed consultancy/contracting staff.

Main Duties:

Professional/technical – Section 106

1) Migrate planning obligation data from the existing Excel-based monitoring system into a new bespoke monitoring system.

2) Reconcile historical and current financial information to ensure data accuracy, consistency, and completeness.

3) Liaise with finance and planning teams to verify contributions received, allocated, and spent.

4) Map existing data structures to the new system's structure, ensuring data integrity and compatibility.

5) Develop and implement clear and consistent reporting templates within the new system to meet internal and external reporting requirements.

6) Identify and resolve data anomalies or discrepancies during the migration process.

7) Support testing and quality assurance of the new system, including user acceptance testing (UAT).

8) Provide clear documentation of the migration process, including methodologies and any assumptions made.

9) Offer training and support to colleagues on the use of the new system and reporting tools.

General

10) Undertake a range of administrative support work, in addition to those covered above, including general clerical work, filing and project assistance. Using a range of software to provide administrative support (e.g. document scanning software, presentation software, publishing software, database software).

11) Contribute to regular team meetings aimed at improving service delivery and planning the future work of the team.

12) Undertake any other work appropriate to the level and general nature of the duties of the post.

13) 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.

14) 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.

15) 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.

16) This post does not require a DBS

17) 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.

18) Designation of the Post to which the Post-Holder normally reports to - Planning Obligation & Performance Team Leader