Job Description and Person Specification

Title: Infrastructure Delivery Team Leader	**Grade: MG6**
Department: Housing, Planning and Regeneration	**Section: Planning Policy and Strategy**
Post No: 0000890	**Reports to: Head of Planning Policy and Strategy**

MAIN PURPOSE

To lead and manage the Infrastructure Delivery Team responsible for all of the Community Infrastructure Levy (CIL) and Section 106 processes including: the administration and collection of CIL and s106 payments for the Borough, the post-collection allocation and spending of funds, including consultation with the public, negotiation and presentation with and to Members and senior officers. Management of the enforcement of CIL and s106 matters. Management of the Infrastructure Delivery Team (IDT) staff. Provision of advice to other Council departments, senior officers and Members in relation to CIL and s106 regulations and the liabilities, collection and spending of income.

SUMMARY OF RESPONSIBILITIES AND DUTIES

1. To lead the IDT effectively to ensure the administration of the CIL and s106 processes including liability, collection, spending and enforcement of these processes

2. To manage the IDT staff including CIL Collection and s106 Officers and their performance

3. To work effectively as part of the Council's Housing, Planning and Regeneration team, delivering corporate objectives through the work of the department.

4. To work as part of multi-disciplinary project teams to break down departmental barriers and ensure the delivery of transformational projects.

5. To work with the Assistant Director, Planning and the Head of Planning Policy and Strategy to ensure services are integrated at the point of delivery and at the strategic planning level.

6. To work with key stakeholders in improving service quality and promoting creative and innovative ways of tackling local problems, ensuring services are developed which meet the needs of our community and are accessible to all users.

7. To be responsible for the collection of CIL, including pro-actively enforcing to collect CIL

8. To be responsible for recording CIL collections and ensuring appropriate CIL is transferred to the

Mayor of London

9. To be responsible for monitoring CIL, including monitoring CIL payments due, and CIL payments made and to lead on related contracts, e.g. for income management or software

10. To monitor planning approvals to record CIL and s106 payments / obligations due

11. To manage spending of CIL and s106 funding in an appropriate manner in accordance with legislation including the setting up and leading of Council wide Officer and Member group(s) and consultation with the public where appropriate to ensure the suitable allocation of funding

12. To work with internal and external bodies including Transport for London, finance, the CCG etc to ensure that possibilities for spending are fully explored and documented and that funds are allocated to appropriate schemes

13. To advise other teams and departments on legal and procedural matters relating to CIL collection in conjunction with colleagues in the Council's legal team.

14. To develop and maintain systems to ensure that appropriate management information is provided and made accessible to the senior management team.

15. To attend multi Borough meetings of CIL collection / s106 officers where available to learn and promote good practice and sharing of knowledge and skills

16. To develop and maintain processes to notify applicants when developments are liable for CIL payments and to develop and maintain processes to calculate the amount of payments, and the timing of when the payments are due

17. To lead on dealing with appeals against CIL liability payments including representing the Council at court where necessary

18. To develop and maintain a database of when CIL payments and s106 payments are due and to monitor collection of CIL and s106 and to proceed with appropriate enforcement action and penalties when necessary, and ensure that funds are spent within the required period or that adequate reasons are recorded if the money is required to be returned to the applicant.

19. To be able to advise officers, members and developers of CIL and s106 payments that are due, and that have been paid

20. To maintain an up to date knowledge of legislation and working practice in CIL and s106 collection and contribute to the preparation of planning policy documents, undertaking research, analysis and engaging with stakeholders as required

21. To manage the CIL collection team, to ensure that processes are managed smoothly and that CIL is collected in a timely fashion and to input into the process of setting and reviewing CIL and s106 charging

23. Lead on publishing developer contributions in the specified government format to cover s106, CIL, s278 agreements and any agreement that either secures funding towards new development, or provides infrastructure as part of any new development.

CONTACTS AND RELATIONSHIPS (customer focus, both internal and external)

Residents, other members of the community, agents, other departments, the Council's contractors, and court officials.

MANAGEMENT AND LEADERSHIP (finance, resources, performance management, staff supervision and service delivery)

Management of the CIL and s106 finances
Management of the IDT staff

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities

	Date	**Name**
1. Date drawn up	November 2019	Tim Horsman
2. Given to Post holder		
3. Confirmed by Line Manager		
4. Evaluated		

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SKILLS & ABILITIES

- Ability to communicate orally in a clear and confident manner with Members, officers, government and private stakeholders, and the public.
- Ability to write in a clear, concise and well-structured manner
- Ability to analyse and interpret complex information (written and numeric).
- Excellent organisation skills and the ability to think laterally and lead other staff in meeting tight deadlines.
- Ability to present the Council's case to Members, the public, in court and at appeal.
- Ability to motivate and lead a team of professionals and others.
- Ensure structured and rigorous approach to continuous improvement.
- Ensure that a proactive approach to workflow is applied

KNOWLEDGE

- Up to date knowledge of planning legislation and in particular s106 and Community Infrastructure Levy regulations and their application in the London context
- Good knowledge of planning policy and guidance
- Good knowledge of IT packages and identifying problems and developing solutions

EXPERIENCE

- Experience of working in planning or a local government environment
- Experience of working on CIL and s106 matters
- Experience of problem solving and developing solutions
- Experience of managing staff
- Experience of managing financial processes
- Experience of reviewing, improving and developing services

QUALIFICATIONS

- MRTPI or relevant degree or relevant experience