

Infrastructure and Planning Officer

Role Profile

Service: Growth, Communities and Housing – Place Directorate
Band: Career Grade Band 6-8
Reporting to: Principal Transport Policy Officer
Responsible for: Band 6-7: No Direct Reports | Band 8: Section 106 and CIL Assistant



TRAFFORD
COUNCIL

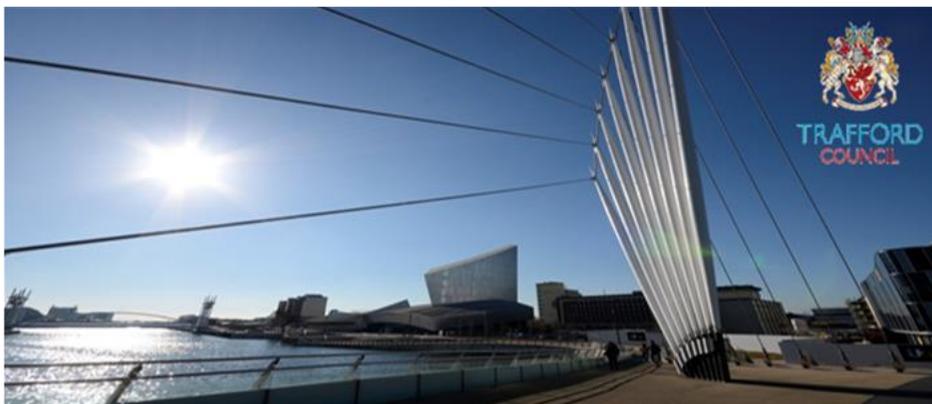
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities prosper

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

The Growth, Communities and Housing Service is part of the Place Directorate, sitting adjacent to the Planning and Development Service. It provides the statutory and non-statutory planning policy, regeneration and housing functions of the Council. It is responsible for local planning and other planning policy production, monitoring of adopted plans and developments, preparation and implementation of economic and place-based regeneration initiatives, as well as facilitating the delivery of affordable housing, acting as conduit to registered providers and tackling key housing issues such as rough sleeping.

The importance of the Community Infrastructure Levy (CIL) and Section 106 (S106) for effective planning and place-making means that the CIL and S106 Team sits within the Strategic Planning and Growth Team, which is responsible for the production and implementation of planning policy in Trafford. The administration, monitoring and collection of the CIL and S106 planning obligations is a key part of this team. This critical element of the planning system in Trafford is vital to the delivery of required infrastructure and affordable housing, which help to shape places for our residents and businesses.

Your Main Priorities

- Ensuring the Council positively exercises its statutory and discretionary duties and responsibilities in line with current legislation in connection with CIL and S106 Agreements.
- Monitoring and, where required, responding to revisions to national policy/ legislation consultations.
- Working with council services and elected members to identify priority projects for CIL and Section 106 allocation and spend and determine the correct level of CIL payments and S106 contributions required.
- Undertaking site visits, raising of notices, data management and report generation related to CIL and S106 agreements with the support of the S106/CIL Assistant.

- Preparing written statements and proofs of evidence for appeals, presenting evidence on behalf of the authority at informal hearings, public inquiries and in Court (where appropriate), and attending associated site inspections.

Key Duties

Band 6

- Building knowledge and an understanding of the purposes and application of CIL and S106, the regulations that govern CIL and S106 agreements and their relationship(s) with the planning system, and the internal and external governance, processes and procedures related to CIL and S106.
- Liaising with Strategic Planning, Development Management, Strategic Housing, Land Charges and Legal colleagues to learn about and identify existing and future infrastructure needs.
- Acting as the first point of contact for all CIL and S106 queries and supplying information in a timely manner. For example, supplying information to facilitate issuing of demand notices and collection/recovery action and providing planning obligation information to Local Land Charges.
- Utilising relevant electronic systems (including application systems, document management systems, council tax system, Non-Domestic Rate Register and Database/spreadsheets software) for monitoring and accurate recording of CIL and S106 data and logging of notices.
- Running regular reports on key aspects of the CIL and S106 process and records.
- Carrying out the day-to-day organisational and administrative tasks to monitor S106 Agreements and determine CIL liabilities, including the application of planning obligations when due, and processing and issuing relevant Notices up to and including Demand Notices
- Monitoring Commencement Notices and interrogating Building Control, Local Land and Property Gazetteer, Development Monitoring and Council Tax systems to identify commencement and trigger dates.
- Monitoring activity in relation to failure to submit forms, clawback periods, etc. and ensuring quality control in planning obligation data in relation to the monitoring and S106 Agreements and CIL data.
- Contributing to review of procedures and processes related to the monitoring of S106 Agreements and CIL implementation., and supporting the production of the Council's CIL Spending Protocol.

Band 7

- Supporting the Strategic Planning and Growth Team and Head of Growth, Communities and Housing in achieving Council and service objectives and targets.

- Processing applications for CIL exemption and relief in accordance with the Regulations.
- Where necessary, escalating the non-compliance with payment of CIL with relevant CIL enforcement action.
- Ensuring that funding secured through S106 Agreement is allocated to the necessary person/body, such that the planning obligation can be completed within the agreed timeframe.
- Identifying and implementing improvements to S106 and CIL processes and associated updates to the Council's databases, planning website and the planning back-office IT system, in liaison with relevant officers.
- Developing and maintaining up-to-date knowledge of relevant legislation, current policy and practice professional expertise relating to CIL and S106 matters.
- Assisting in the timely collection, allocation and expenditure of S106 contributions in accordance with the terms of S106 agreements, and the CIL in accordance with the CIL Spending Protocol. Where required, work closely with the Council's Planning, Enforcement and Legal teams to take effective action.
- Supporting the production of the annual Infrastructure Funding Statement (IFS) and Authority Monitoring Report (AMR), specifically in relation to the CIL and S106 elements.

Band 8

- Providing day-to-day line management of the S106/CIL Assistant.
- Contributing to the preparation of local planning policy, focusing particularly on Trafford's Local Plan and CIL Charging Schedule/Infrastructure Levy.
- Updating (as necessary), implementing and managing an effective S106 and CIL monitoring system; including managing the collection, accumulation, allocation and expenditure of financial and non-financial contributions pursuant to S106 agreements and CIL payments.
- Providing support and advice to Development Management colleagues, giving guidance on matters related to the interpretation of CIL legislation and best practice.

At each level, undertake such other duties commensurate with the grade of the post as may be reasonably required by the Council as Employer in compliance with the Contract of Employment.

About You

Qualifications and Professional Development

- HNC/HND/degree qualification (or equivalent) in the built environment/town planning or equivalent with progression through the career grade being dependent on achieving and demonstrating suitable qualifications and/or experience
- Commitment to personal and professional development

Experience and Knowledge

Band 6

- 1-2 years' experience of working in a similar environment, using administrative or financial processes and systems
- Awareness of the planning system and planning legislation and policy in relation to CIL and planning obligations (S106)
- Experience of working in a team environment
- Experience of dealing with customers and/or members of the public in a professional capacity

Band 7 (in addition to the above)

- 2-3 years' experience of working in a similar environment, using administrative or financial processes and systems
- Detailed understanding and working knowledge of the planning system and planning legislation and policy in relation to CIL and planning obligations
- Experience of supporting budget control and monitoring payments

Band 8 (in addition to the above)

- Experience of supervising staff or motivating and influencing colleagues to achieve performance and service objectives
- Experience of working collaboratively and in partnership with a variety of stakeholders to deliver improved outcomes

Skills and abilities

Band 6

- Ability to establish and maintain excellent working relationships with colleagues, managers, clients, and partner organisations

- Excellent communication skills (verbal and written), able to receive and present complex information to a range of audiences in a way that is clear and understandable
- Excellent organisational and time-management skills; able to prioritise, manage competing demands for service, and produce accurate work within deadlines
- Analytical and problem-solving skills; able to research information, analyse processes and interpret plans and technical drawings
- Able to use IT systems, software and Microsoft Office (including Excel, Access, Word, Outlook, Teams) to collect and review data, and present conclusions to support decision-making
- Flexibility and being adaptable to changing priorities; remaining solution-focussed

Band 7 (in addition to the above)

- High attention to detail; able to produce accurate documentation and contribute to the preparation of publishable reports
- Excellent interpersonal skills; inspiring trust and confidence to achieve high performance service delivery outcomes
- Able to assimilate new information quickly and use initiative in a supportive environment

Band 8 (in addition to the above)

- Ability to work autonomously using high levels of initiative with minimal supervision to schedule and manage the delivery of a complex, time-critical and unpredictable workload
- Leadership skills to provide direction to ensure the effective performance management, motivation and development of staff
- Effective financial management and budget oversight

Special Conditions

- Willing and able to travel to sites within the Trafford Borough
- Willingness and availability to undertake occasional work and attendance at Committees and other meetings outside normal working hours

Date prepared/revised	Revised (career grade) role profile – 05/07/2023
Prepared/revised by	S James / C Wright / R Pollard

Job Evaluation	30/06/2023

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.
To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.