

## Job Description

<b>Job Title:</b> Developer Contributions Officer (Planner / Senior Planner)	<b>Service Area:</b> Planning & Development	
<b>Directorate:</b> Inclusive Economy & Housing	<b>Post Number:</b> 21365 28251 36357 36358 36638 38907 38908 TBC TBC	<b>Evaluation Number:</b> 6741 6741a 6741b 6741c 6741d 6741e
<b>Grade:</b> Sc6-PO3	<b>Date last updated:</b> February 2023	
<p><b>People at the heart of everything we do</b>          We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.</p> <p><b>Equality and diversity</b>          We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.</p> <p><b>Protecting our staff and services</b>          Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.</p> <p><b>Corporate parent</b>          We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.</p>		

### Overall Purpose of Job

1. To be an active and integral part of a team responsible for the management and administration of developer contributions on behalf of the Council as local planning authority, collecting authority and charging authority.

2. To calculate, collect and process monies triggered by the CIL regime or planning obligations – ensuring compliance with legislation and internal controls are maintained.
3. To assess claims for relief and exemption for CIL; and assess details submitted to demonstrate compliance with planning obligations.
4. To undertake investigations and recommend enforcement action and within delegated authority undertake relevant enforcement action related to developer contributions.
5. To update and maintain the Council's business systems related to case management and monitoring compliance with developer contributions; including updating processes and contributing to or leading on changes to our ways of working.
6. To make sound and robust assessments and recommendations on the planning merits of proposals or outcome of enforcement investigations the complexity of which will rise with progression through the career grade from simple to more complex proposals and projects.

## **Job Summary**

The post holder reports to the Principal Planner – Developer Contributions.

The post holder has no line management or budget responsibility.

The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.

The post holder will assist and support the team and service on the developer contributions (S106 and CIL) work programme including but not limited to implementing and then regular review of Newham's CIL, monitoring the receipt and expenditure of developer contributions and enforcement of developer contributions.

The post holder will provide effective scrutiny of financial budget monitoring by Service Areas and work closely with their Finance officers to ensure delivery of necessary infrastructure in the Borough, in accordance with the legally binding agreements and the Council's governance processes.

This post will contribute towards the collection and expenditure of £100m+ of cash and benefits-in-kind for the benefit of Newham's residents.

## **Grading**

A postholder's starting salary and grading will be based on both qualification and experience at the time of employment, in addition to an assessment of their competence against the job description including 'Person Specification'.

The responsibilities and expectations pertaining to each grade are outlined below in the 'Key Tasks and Accountabilities' and 'Person Specification' sections. Officers will normally start at the bottom of the salary scale band within the grade that they qualify for.

## **Key Tasks and Accountabilities:**

*Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.*

## **To undertake all responsibilities listed below:**

### Sc6 Developer Contributions Officer (Planner)

1. To interrogate, update and maintain a range of databases and business systems related to developer contributions compliance.
2. To liaise with all relevant service areas of the Council and third party infrastructure providers about compliance with planning obligations and the CIL regulations. Advising these stakeholders of their obligations and the Council's due process and ensuring this is complied with.
3. To collect all monies known to the Council as being due pursuant to the CIL regulations or secured by a deed of planning obligation.
4. To work in close liaison with finance officers across the Council to trace, allocate and facilitate lawful expenditure of monies, and produce reports on financial matters including monthly financial reconciliation activities for CIL and/or planning obligations monies.
5. To provide regular reports to Members, senior officers and other interested parties on the status of contributions, including the receipt of financial contributions and the progress of works in kind.
6. For planning obligations: to process from validation and assessment to recommendation a range of applications or submissions related to compliance with deeds of planning obligation.
7. For planning obligations: advise whether and when an application for S106A is necessary and process any relevant applications.
8. For community infrastructure levy: calculate CIL liability, issue liability and demand notices and acknowledge receipt of valid forms and other salient information.
9. To support more senior colleagues in the preparation and presentation of evidence for appeal hearings and enquiries, court hearings, or planning policy matters, as related to developer contributions or infrastructure planning.
10. To assist and contribute to the development of the Local Plan and other planning guidance as it relates to developer contributions or infrastructure provision.
11. To take part in and actively contribute to the preparation for public consultation and engagement exercises relating to the development and review of local planning policies and other guidance as it as it relates to developer contributions or infrastructure provision; including neighbourhood CIL matters. Undertake public engagement events with our residents and other relevant stakeholder groups in virtual, hybrid or in-person events.

12. To draft reports, briefing notes, evidence, discussion papers, etc. on developer contributions matters.
13. To contribute on the preparation of policies, procedures and guidance notes and the development of quality assurance and system manuals on good practice for all developer contributions matters.
14. Draft responses to enquiries, complaints, FOIA/EIR requests, members enquires.
15. To manage a caseload meeting statutory and corporate deadlines and to meet all performance targets set nationally and locally.

#### S01 Developer Contributions Officer (Planner)

All duties as above and in addition:

16. To manage a wider range of more complex and demanding applications and/or enforcement casework requiring greater responsibility, and professional and technical expertise.
17. With support from more senior team members, to negotiate compliance with legislation, regulations and deeds to achieve the development plan and corporate objectives for the borough.
18. To provide advice and guidance to all other service users including consultants, developers, officers in the service and in other departments, residents, traders and business on all planning obligations and/or CIL matters.
19. To provide training and mentoring to junior staff or other persons as required, to deputise in the absence of more senior staff to ensure targets are met.
20. To provide technical and procedural advice and problem-solving to the public on site, in meetings, by phone or correspondence in circumstances that can be confrontational and would require an immediate response.
21. To provide effective scrutiny of funding requests by service areas or infrastructure providers to ensure delivery of necessary infrastructure in the borough, in accordance with good governance of developer contributions.

#### SO2 Developer Contributions Officer (Planner)

All duties above as relevant and at suitable level of complexity along with the following:

22. To liaise with a wide range of public and private bodies in order to provide input on planning obligations, closely working with Development Management during Pre-application advice and live assessment of planning applications.
23. To prepare and present evidence for planning hearings and enquiries, and to give evidence at Magistrate's Court and Crown Court for prosecutions related to breaches of planning and CIL legislation.
24. To co-ordinate the response to complaints, Member Enquiries, FOI requests and other related information requested about the service ensuring they are handled in a timely and professional manner using best practice customer service.
25. To independently negotiate compliance with legislation, regulations and deeds to achieve the development plan and corporate objectives for the borough.

26. To represent the service at Cabinet, Committee and Members' Forum such other decision making and advisory structures as emerge or are relevant.
27. To lead on collation and assessment of performance targets and to provide reports to senior management on these matters.

#### PO1 Developer Contributions Officer (Senior Planner)

All duties above as relevant and at suitable level of complexity along with the following:

28. To effectively and independently manage a more demanding and complex workload of developer contributions work, requiring greater responsibility, and professional and technical expertise.
29. To undertake assessments, manage priorities, make recommendations and resolve problems without always referring to senior officers.
30. To contribute to and lead on the delivery of service improvements and to exhibit self-motivation to achieve such improvements.
31. To take a lead and work with senior staff within other professions both internal and external to the Council on planning obligations and CIL related matters and to use discretion and professionalism to contribute to the decision making process.
32. To supervise the activities and performance of a variety of more junior staff and consultants on occasion including other temporary staff acting on the Council's behalf.
33. To provide specialist technical advice and guidance to all other service users including consultants, developers, officers in the service and in other departments, residents, traders and business on all planning obligations and CIL matters.
34. To take decisions on all matters delegated to this post, using discretion and professional judgement to deliver a pragmatic and effective approach to service delivery, and facilitate conflict and problem resolution.

#### PO2 Developer Contributions Officer (Senior Planner)

All duties above as relevant and at suitable level of complexity along with the following:

35. On occasion to supervise, as delegated by the Principal Planner or Manager, other more junior staff within the team.
36. To be the team's lead on a theme of infrastructure planning working including the production of an element of policy work (defined by topic), including monitoring, evidence development, policy drafting through the Council's governance processes.
37. To develop and maintain effective communications, liaison and working relationships, both internally and externally, and with elected members, community and business partners, relevant organisations and individuals.
38. To liaise and foster strong working relationships with other external agencies (including LLDC/GLA/TfL) and to ensure that all legal and contractual obligations and deadlines with these stakeholders are met.

#### PO3 Developer Contributions Officer (Senior Planner)

All duties above as relevant and at suitable level of complexity along with the following:

39. On occasion to supervise, as delegated by the Principal Planner or Manager, other staff within the team including the PO2 Senior Planner; and to manage and lead, with no supervision, on all CIL and/or planning obligations matters ensuring accurate and timely responses or recommendations to the relevant delegated officer.
40. To give technical guidance and advice to other team members and other stakeholders in the interpretation of complex developments, points of law and technical developments in relation to developer contributions work.
41. To motivate and develop the performance of internal colleagues and other key internal and external consultees and stakeholders including the PO2 Senior Planner and more junior staff.

### **All Levels:**

- 1) To ensure flexibility, a positive attitude and ability to adapt to changes due to service needs.
- 2) To deal with people at all levels internally and externally confidently, sensitively and diplomatically, building and sustaining effective relationships with all stakeholders.
- 3) To attend meetings (including committees, public consultation and other public meetings, external and internal agency and partnership meetings, etc) as required from time to time both during and outside of normal working hours, and to give assistance and advice commensurate with the post holder's grade and level of responsibility.
- 4) To keep up-to-date with current developments in the field of planning, developer contributions and infrastructure planning; and relevant case-law, legislation, policy advice and/or guidance and consultation on proposed amendments to anything which may impact service delivery.
- 5) To continuously evaluate work in own area of responsibility, to identify, as appropriate, potential areas for improvement and work closely with line management to identify personal development needs in relation to job role and ensure own continuing professional development to meet those needs.
- 6) Respond to enquiries from external auditors to facilitate the prompt disclosure of the Council's accounts.

## Person Specification

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### IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted.

Please give specific examples wherever possible.

### EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

### PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA- Essential	METHOD OF ASSESSMENT
<b>KNOWLEDGE:</b> <u>Sc6</u> A basic knowledge and understanding of: <ul style="list-style-type: none"> <li>Relevant planning legislation and related guidance.</li> </ul>	Application, Interview and Test

CRITERIA- Essential	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> <li>• Local government, the communities it serves and the services it provides.</li> <li>• Political awareness about the issues facing local government.</li> <li>• The local planning authority's responsibilities and functions.</li> <li>• The charging and collecting authority's responsibilities and functions in London.</li> <li>• The importance of customer satisfaction with a strong customer focused attitude.</li> </ul> <p><b><u>SO1-SO2</u></b> Greater depth of knowledge and understanding of the points above.</p> <p><b><u>PO1-PO3</u></b> Deep and thorough knowledge and understanding of the points above.</p> <ul style="list-style-type: none"> <li>• A knowledge of the practical application of the legislation and standards relating to the Planning Act, Town and Country Planning Act; Community Infrastructure Levy Regulations and knowledge of national and local government policies on regeneration and economic development.</li> <li>• A knowledge of how to devise innovative solutions for service delivery.</li> <li>• A knowledge of how to proactively implement legislative or administrative changes affecting the service.</li> <li>• Understanding of the issues and financial constraints facing local government and how this impacts on the local planning authority and charging authority.</li> <li>• Understanding of how to negotiate and secure revenue and cost savings measures through planning processes.</li> </ul>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application, Interview and Test</p> <p>Application, Interview and Test</p> <p>Application, Interview and Test</p> <p>Application, Interview and Test</p> <p>Application, Interview and Test</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application, Interview and Test</p> <p>Interview</p> <p>Interview</p>
<b>QUALIFICATIONS:</b>	
<p><b><u>Scale 6, SO1, SO2, PO1:</u></b></p> <ul style="list-style-type: none"> <li>• Evidence of numeracy, literacy, professional skills and knowledge needed to carry out the duties of the post through either: <ul style="list-style-type: none"> <li>a) a recognised degree in Town Planning;</li> </ul> </li> <li>Or</li> <li>b) a related degree and ability to gain entry to course leading to a professional Town Planning qualification (e.g. post graduate diploma/Masters)</li> </ul>	<p>Application</p>



CRITERIA- Essential	METHOD OF ASSESSMENT
<p><u>PO2/PO3:</u></p> <ul style="list-style-type: none"> <li>Evidence of numeracy, literacy, professional skills and knowledge needed to carry out the duties of the post through:               <ol style="list-style-type: none"> <li>a recognised degree or post graduate qualification in Town Planning; and/or MRTPI (chartered member of the Royal Town Planning Institute) or eligible for membership.</li> </ol> </li> </ul>	<p>Application</p>
<p><b>EXPERIENCE:</b></p> <p><b>Sc6</b> Experience of:</p> <ul style="list-style-type: none"> <li>Education providing exposure to the knowledge criteria listed above.</li> <li>Developing good working relationships with a wide range of internal bodies, external customers and other stakeholders as part of developing effective service delivery.</li> <li>Assessing and presenting financial information in reports.</li> <li>Writing reports which provide a robust assessment and recommendation to a decision maker; presenting these reports as necessary.</li> <li>Presenting information in reports, briefing notes, presentations to a range of audiences.</li> </ul> <p><b>SO1-SO2</b> As above, but with greater depth of knowledge and understanding (gained through work experience) of:</p> <ul style="list-style-type: none"> <li>Managing compliance casework associated with deeds of planning obligation.</li> <li>Applying the CIL regulations to issue liability and demand notices; accurately acknowledge receipt of information submitted; assess claims for relief and exemption.</li> <li>Process and assess requests to release funding – assessing against established criteria.</li> </ul>	<p>Application</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application, Interview and Test</p> <p>Application, Interview and Test</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Interview</p>



CRITERIA- Essential	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> <li>• Experience in reviewing draft deeds of planning obligation to ensure they optimise the delivery of development plan policies.</li> <li>• Experience of staff supervision, training and/or mentorship.</li> <li>• Experience of mainstreaming equalities issues.</li> <li>• Experience in successfully leading project work such as service improvement projects.</li> <li>• Experience of / involvement in multi-agency partnership projects or programmes.</li> </ul>	<p>Application, Interview and Test</p> <p>Application and Interview</p> <p>Interview and Test</p> <p>Application and Interview</p> <p>Application and Interview</p>
<b>SKILLS AND ABILITIES:</b>	
<ul style="list-style-type: none"> <li>• Good report writing skills and the ability to prepare briefing notes and other documents or research reports, in clear and concise English.</li> <li>• Proven organisational skills with ability to effectively use own initiative and time effectively to manage workloads and prioritise tasks to meet strict deadlines and respond flexibly to frequently changing needs and priorities.</li> <li>• Excellent communication and inter-personal skills (verbal and written).</li> <li>• Ability to use effective means of communication in order to resolve problems and conflicts and negotiate suitable outcomes for the Planning &amp; Development service.</li> <li>• Ability to work collaboratively with a range of internal services, external agencies, and community organisations in a facilitating, enabling and advisory capacity.</li> <li>• Ability to use initiative to identify solutions to problem solving and demonstrating a 'can-do' attitude to improvements in service delivery.</li> <li>• Ability to assist in identifying need for change and to introduce and manage changes designed to improve service delivery.</li> <li>• A good understanding of own strengths and development needs together with a commitment to self-improvement.</li> <li>• Proficient in the use of information technology, including generating written reports, use of databases and spreadsheets, and use of internet, email and virtual platforms such as MS Teams, Zoom and/or Skype.</li> <li>• Ability to demonstrate an understanding and commitment to equality, diversity and inclusion.</li> </ul>	<p>All: Test and Interview</p>

CRITERIA- Essential	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> <li>• Ability to quickly assimilate and analyse complex verbal and numerical information; drawing conclusions and deciding priority actions.</li> <li>• Ability to link corporate priorities and objectives to the work and output of the team.</li> </ul>	
<b>PERSONAL STYLE AND BEHAVIOUR:</b>	
<ul style="list-style-type: none"> <li>• Identifies personally with the aims and objectives of the Council and is committed to their promotion and achievement.</li> <li>• Creative and innovative in solving complex problems.</li> <li>• Polite, helpful and professional in approach to communicating with people.</li> <li>• Persuasive and able to manage and resolve conflict.</li> <li>• Probity and honesty.</li> <li>• Politically aware.</li> <li>• Have resilience and ability to work effectively when under pressure.</li> <li>• Logical thinker with attention to detail.</li> <li>• Committed to the achievement of equal opportunities.</li> <li>• Recognises and champions the need for continual self-improvement and development.</li> </ul>	All: Test and Interview