

Job Description

Job Title: Team Leader Developer Contributions (S106)	Service Area: Planning & Development	
Directorate: Inclusive Economy and Housing	Post Number: 10026527	Evaluation Number: JE7247
Grade: PO7	Date last updated: April 2024	
<p>People at the heart of everything we do 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>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.</p> <p>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.</p> <p>Corporate parent 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

To manage the function of the local planning authority's covenants and obligations associated with deeds of planning obligation within the delegated authority of the post holder, including the collection and gatekeeping function of allocating c£80m of S106 funds.

Responsible for the line management and output of a team of up to eight officers.

To work with the Team Leader Developer Contributions (CIL) and Team Leader Infrastructure Planning to optimise the use of developer contributions to leverage the optimal investment in infrastructure in the borough.

Maximise the collection of S106 monies and ensure that governance and internal controls are exemplar.

Optimise and facilitate the delivery of genuinely affordable homes in the borough; and support the non-financial planning obligations being complied with internally and by developers.

To manage, develop and deliver key areas of specific service improvement for the Development Delivery team.

Job Summary

The post holder reports to the Assistant Director Development Delivery.

- The post holder has line management responsibility for up to eight officers and may be required to line manage or supervise temporary, or contract, staff for specific projects.
- The post holder will be given the responsibility for managing allocated funds relating to specific projects and events.
- The post holder will be responsible for the collection and disbursement of c.£80m of S106 funds.
- The post holder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.

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:

1. Provide support to and deputise for the Assistant Director Development Delivery.
2. Manage staff members, providing day to day support, guidance and decision-making in relation to projects and staffing issues.
3. Be the primary point of contact on all matters related to the Council's local planning authority function related to planning obligations.
4. Manage and coordinate the progress of all S106 initiatives and represent the Council as an expert witness on all issues relating to the team's work and projects at Examinations in Public, Public Inquiries and in court.
5. To be a passionate and informed advocate for the Council and the work of the team in all stakeholder forums – including but not limited to other Council Services, Members and their advisers, central government departments, regional and sub-regional statutory consultees and stakeholders including Transport for London and other transport and delivery bodies, the business community and the local community including representative interest groups and organisations.
6. Be responsible for the S106 compliance process including:
 - collaboration with services in relation to their obligations and/or funding;

- holding internal service areas to account with delivering functions;
 - annual statutory reporting;
 - representing the function in a range of stakeholder forums;
 - authorising reports related to compliance with covenants;
 - negotiating with developers and their representatives to ensure compliance with deeds;
 - assessing S106A applications;
 - taking enforcement action as relevant.
7. Be responsible for financial administration of S106 monies including:
- quarterly reporting and disbursement of TfL funds; and other third party infrastructure providers;
 - funding requests/allocation of monies;
 - monthly reconciliation and internal reporting on income/expenditure;
 - collaborating with accountants and finance business partners;
 - reporting to Capital Oversight Board and/or any alternative of successor;
 - collaborating with accountants on the capital programme and/or MTFS
8. Support development management with securing the optimal developer contributions.
9. Develop policy or guidance to optimise developer contributions.
10. To lead the scoping, procurement, organisation and delivery of project/programme based activities, which contribute to service delivery and/or service improvement.
11. To analyse, develop and report upon data from a wide range of sources to support strategic decision making and strategy development.
12. To provide detailed and high level briefings and reports to colleagues, senior managers and/or politicians, as and when required.
13. To create, maintain and manage relationships with colleagues, partnership organisations and community groups.
14. To carry out regular and frequent site visits, in support of team members, projects and programmes.
15. To undertake any other duties and responsibilities which may arise from time to time, and which are commensurate with the grade of the post and within the capabilities of the post holder.
16. To host and chair a programme board related to Developer Contributions or Infrastructure Planning/sufficiency alongside other team leaders in the service.
17. Draft and issue responses to enquiries, complaints, FOIA/EIR requests, members enquires related to the service's functions, within delegated authority/governance process.

18. Effectively manage contracts that contribute to delivery of the project and procure suppliers and services as required
19. Responsible for the deployment of recognised, appropriate and robust project management techniques together with the change framework, methodologies and appropriate toolkit.
20. Obtain and analyse a range of data relating to the project and draft complex reports for a variety of different audiences, including senior management, external customers and clients and user groups and produce highlight reports and report regularly to the Programme and/or Project Board using the established reporting methods.
21. Lead on all governance including but not limited to reports to and presenting at corporate leadership board; Cabinet accountability forum, Cabinet, full Council or any other relevant meeting.
22. 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.
23. 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.
24. To draft response to consultations related to area of responsibility and represent the authority at roundtables or consultation events related to proposed changes to planning / developer contributions / infrastructure matters.
25. Represent the authority and be an active member of a range of peer networks related to area of work and expertise – cascading information and learning to the team/service.
26. To prepare and be responsible for the work programme of the team and contribute towards the service plan.

Other Duties

27. Carry out such other duties within the competence of the post holder which may be reasonably required from time to time.
28. To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's performance development scheme. To engage and develop all staff in the team to ensure they have clear objectives and professional development plans.
29. Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation. To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

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
KNOWLEDGE: Deep and thorough knowledge and understanding of: <ul style="list-style-type: none"> - Relevant statutory instruments, case law and appeal decisions related to developer contributions functions - key issues relating to the planning and delivery of large scale initiatives and projects within a growth borough, including detailed knowledge relating to land use planning and infrastructure planning - how to proactively implement legislative or administrative changes affecting the service - the links between programme and project management and the tools and processes to enable successful project delivery - CIL, S106, infrastructure sufficiency and planning in the context of a London borough. Awareness and understanding of: <ul style="list-style-type: none"> - Function of local government and associated governance requirements - Information governance issues and legislations 	Application Form/ Interview/ Test Interview / Test Application Form/ Interview Application Form/ Interview Interview Application Form/ Interview Interview/ Test

CRITERIA – Essential	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> - The political context and environment - Financial management and local government funding 	<p>Interview</p> <p>Interview / Test</p>
<p>EDUCATION/QUALIFICATIONS:</p> <p>Eligible for or working towards a relevant professional qualification, such as Royal Town Planning Institute (RTPI) or Royal Institute for Chartered Surveyors (RICS).</p> <p>or</p> <p>Evidence of numeracy, literacy, professional skills and knowledge needed to carry out the duties of the post through:</p> <p>Degree in a related subject area.</p> <p>or</p> <p>Waterfall and agile project management methodology to Practitioner level or similar (e.g. PRINCE2, APMG)</p>	<p>Application form</p> <p>Application form</p> <p>Application form</p>
<p>SKILLS AND ABILITIES:</p> <p>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.</p> <p>Analytical ability associated with reviewing the current and future operations of a service.</p> <p>Excellent negotiation skills and the ability to influence decisions and processes that affect the Council.</p> <p>Excellent communication skills to engage with directors and senior managers to gain an understanding of and influence the current and future requirements of the team's function.</p> <p>Proven ability to communicate effectively written and numerical information, orally and in written form.</p> <p>The ability to manage and motivate staff.</p>	<p>Application Form/ Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview / Test</p> <p>Interview / Test</p> <p>Application Form/ Interview</p>
<p>EXPERIENCE:</p> <p>Experience of leading a team of professional officers/staff dealing with town planning and/or CIL and/or infrastructure planning matters.</p>	<p>Application Form/ Interview</p>

CRITERIA – Essential	METHOD OF ASSESSMENT
<p>Experience of supervising multiple members of staff, on multiple projects and/or programmes at any one time.</p> <p>Extensive experience of IT systems, utilising and understanding financial spreadsheets and other budget management and finance tools.</p> <p>Extensive experience of commissioning and contract managing external consultants.</p> <p>Experience of successful project management at a senior level in a complex environment across different organisations or agencies.</p> <p>Developing strategies to optimise service efficiency.</p> <p>Possession of a demonstrable track record of delivering results on time, to a high quality and to budget.</p>	<p>Application Form/ Interview</p> <p>Interview / Test</p> <p>Interview</p> <p>Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Ability to be flexible, adaptable, proactive and to display leadership, initiative and good judgement.</p> <p>Ability to challenge current practices and drive service improvement through the effective analysis and presentation of information to key stakeholders.</p> <p>Strong organisational ability, including a capacity to work both independently and lead a team.</p> <p>Keen to make an effective contribution, constantly looking for ways to enhance the effectiveness and performance of the service and actively seeking to support colleagues for the overall benefit of the service.</p> <p>Committed to the achievement of equality, diversity and inclusion in both employment and service delivery.</p>	<p>Interview</p> <p>Application Form / Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p>	
<p>To be prepared to attend weekend or evening meetings (e.g. Committees and Public Forums)</p>	<p>Application Form</p>