

JOB DESCRIPTION

JOB TITLE:	Planning Obligations Monitoring Officer
GRADE:	F
RESPONSIBLE TO:	Area Planning Officer
RESPONSIBLE FOR:	N/A
LIAISON WITH:	Members of the community, Parish and Town Councils, other officers within unit, elected members, planning and other professionals, other council departments, county council staff and other planning stakeholders.

KEY CORPORATE ACCOUNTABILITIES:

To continually develop and manage an effective and efficient administrative function for the collection, monitoring and spending of the Community Infrastructure Levy and financial contributions from S106 agreements as part of the planning service; to assist the Council in meeting its strategic and planning policy targets; to assist the service in meeting its government targets and provide a quality and cost efficient service to the community and customers.

KEY SERVICE ACCOUNTABILITIES:

1. To develop, maintain and manage business processes, working practices and procedures for the collection, monitoring and spending of the Community Infrastructure Levy and financial contributions from S106 agreements in accordance with requirements of legislation, regulations and best practice.
2. To provide advice to customers, elected Members, planning and other professionals on the procedures relating to the Community Infrastructure Levy and S106 agreements and assist with any associated training.
3. To fully utilise ICT systems in the delivery of an effective and efficient Community Infrastructure Levy and S106 agreement administrative service through appropriate ICT and supplier liaison and employee training, whilst maintaining data integrity.
4. To administer the governance arrangements for the identification and prioritisation of infrastructure to be funded from Community Infrastructure Plan monies.
5. To administer the range of appeals arising from the Community Infrastructure Levy and to assist in the preparation of appeal cases relating to Planning Appeals.

6. Preparation of reports and their publication on monies raised and what it has been spent on.
7. Monitor development commencement through commencement notices, records in building control, local land and property gazetteer, development monitoring and council tax systems to identify development commencement dates. Check development commencement on site in conjunction with colleagues in enforcement including site visits when necessary.
8. Preparation of evidence in relation to CIL enforcement action.
9. To undertake such other duties as may be required within the Development Management Unit commensurate with the level of this post.

OTHER DUTIES:

In order to deliver services effectively, a degree of flexibility is needed and the postholder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

HEALTH AND SAFETY:

The Council has a health and safety policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

DATA PROTECTION:

It is the responsibility of the Postholder to ensure the section's compliance with the requirements of the Data Protection legislation.

EQUAL OPPORTUNITIES:

The Council is committed to providing equality of opportunity, and has an Equal Opportunities Policy, which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Policy.

Date: June 2013

MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

The above competencies should be read in conjunction with the listed policies below. Managerial roles should pay special attention to the expectations of managers as set out within the staff charter.

The Code of Conduct, The Dignity at Work Policy, The Nolan Principles and The Staff Charter

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications and Experience:	<ul style="list-style-type: none"> • Good standard of education including English and Mathematics • Experience of team working. 	<ul style="list-style-type: none"> • Experience of Development Control / Development Management. • Experience of working across a range of other administrative functions including finance
Knowledge and Expertise:	<ul style="list-style-type: none"> • Knowledge of planning processes and legislation. • Administration skills. • Experience of the development, testing and implementation of new software systems from a purchaser's perspective 	<ul style="list-style-type: none"> • Knowledge of the Community Infrastructure Levy Regulations and S106 agreements. • Project management experience.
Skills:	<ul style="list-style-type: none"> • Competent in the use of Microsoft Word, Excel and Outlook. Ability to use computer software to collate, query, analyse, interpret and present data. • Able to communicate effectively, orally and in writing using plain English to answer detailed questions on the Community Infrastructure Levy Regulations • Able to prioritise / organise workload in line with specified timescales. • Be able to communicate at all levels with tact and diplomacy. 	
Personal Attributes:	<ul style="list-style-type: none"> • Accuracy, attention to detail and a methodical approach. • Reliability and patience. • Customer Focus. • Ability to work to tight and sometimes conflicting deadlines. • Committed to equality of opportunity and understanding of diversity issues. • Able to work on own initiative and as part of a team. • To be flexible to meet the 	<ul style="list-style-type: none"> • Personality and assurance to deal with difficult situations.

	ESSENTIAL	DESIRABLE
	demands of the service.	
Special Requirements:	<ul style="list-style-type: none"> • Be able to travel around the Mid Devon area. • Full valid driving licence for a manual car. 	

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