



Job Description

1. **Job Title: Planning Policy and Infrastructure – Infrastructure Officer**
2. **Reports to: Principal Infrastructure and Finance Officer under the leadership of the Professional Lead Key Sites and Infrastructure**
3. **Responsible for: N/A**
4. **Grade: Grade 4**

5. **Job Purpose:**

- Support the Principal Infrastructure Officers and the Professional Lead Key Sites and Infrastructure for the effective implementation of the Community Infrastructure Levy (CIL) in order to support the collection of contributions and to support delivery of the infrastructure priorities and projects in the area.
- Support the Principal Infrastructure Officer and the Principal Infrastructure and Finance Officer to develop systems and processes to ensure that a robust governance framework is in place ensuring that appropriate procedures and guidance are followed and professional standards are maintained with associated good customer service standards.
- Provide proactive and practical engagement and assistance with customers and stakeholders to promote sustainable planned growth, well-being and prosperity.
- Work collaboratively and flexibly with colleagues within the Economy Division and in other Operational Delivery Teams to support the delivery of the corporate priorities for Babergh and Mid Suffolk District Councils.
- Act in a supporting role to facilitate the provision of specialist support, advice and information to businesses and customers in respect of the ODTs area of expertise and responsibility (CIL).
- To provide a range of business support functions including maintaining records, administrative and technical support and customer access

6. **Specific Deliverables:** (what the job is required to achieve)

- Carry out the monitoring and collection of financial contributions relating to all CIL and Section 106 Obligations and section 278 agreements to ensure timely receipt and release of appropriate contributions.

- Contribute to the completion of statutory returns and performance reports relating to s106 and CIL.
- Facilitate the delivery of up to date contribution or levy related information for colleagues promoting the use of electronic content, documentation and internet accessibility appropriate to customer needs.
- Accurately maintain the CIL database; regularly disseminate information to other services within the Council, where appropriate; record and invoice CIL liabilities, receipts and expenditure of Parish Councils; and monitor through the CIL Annual Monitoring Report.
- Record, monitor and report Planning Obligations and CIL to ensure Section 106 Obligation contributions and CIL receipts are collected on behalf of the relevant recipients.
- Support the delivery, ongoing review and evolution of the CIL Charging Schedule, the CIL Expenditure Framework and the supporting Infrastructure Delivery Plan.
- Support effective communication and liaison with the communities in the area, Town and Parish Councils, key stakeholders, local partners and a wide range of infrastructure providers to encourage their involvement and participation in the delivery of infrastructure priorities and projects.
- Work with all ODT's across the Council to provide advice and guidance on the CIL programme to support the efficient implementation of the CIL Charging Schedule.
- Provide a support role for advice, mentoring and training on CIL to corporate colleagues and Councillors to support timely pre-application and application stage activity and contribute to the monitoring of CIL and S106 Planning Obligations to enable the delivery of local infrastructure projects including those identified in each Councils Infrastructure Funding Statements.
- Provide a single point of contact for CIL enquiries from members of the public, including applicants, agents and developers and lead on the Council's response to CIL enquiries including calculation of the total CIL liability for CIL liable development.
- Support role in instructing and providing information for the enforcement for non-payment of CIL including investigation into self-build dwellings where exemptions are claimed but disqualifying events have occurred and S106 obligation contributions in liaison with the Council's Shared Legal Team and Planning Enforcement team where necessary for s106 and CIL debt recovery.
- Attend relevant Council committees/public meetings to present reports and provide advice on matters relating to this area of expertise.
- In the absence of the Principal and Senior Infrastructure Officers represent both Councils at Town and Parish Council and Ward meetings
- Support the Principal and Senior Infrastructure Officers during CIL Appeals, Hearings and/or Examinations.
- Facilitate the response to complaints regarding CIL and Section 106 Obligation contribution activity where appropriate.
- Any other duties of a similar nature required.

7. Key Relationships:

- Works co-operatively within a team and also with people from other teams and services.
- Has a flexible approach to work in terms of being prepared to pick up work outside of own specialism or what is familiar to help out in emergencies or provide cover for others.
- Works proactively and collaboratively in project teams comprising staff from a range of services when representing own specialism.
- Uses transferable skills, and develops new skills as necessary to provide a flexible resource to meet corporate priorities.
- Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).

Additional information

- A DBS check is not required for this position
- This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity.

Person Specification

(The knowledge, skills, attributes and experience needed for fully competent performance of the job.)

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Knowledge and skills	NVQ 4/A level or equivalent knowledge gained through experience.
	Has an ability to analyse and interpret varied situations and problems and develop solutions to problems and issues.
	Can demonstrate good communication skills to exchange orally or in writing information with a range of audiences including an ability to use basic persuasion and negotiation skills.
	Able to support the provision of effective communication and liaison with the communities in the area, Town and Parish Councils, key stakeholders, local partners and a wide range of infrastructure providers to encourage their involvement and participation in the delivery of infrastructure priorities and projects.
	Can support the effective implementation of the Community Infrastructure Levy (CIL) and s106 Legal agreement obligations in order to facilitate the collection of contributions and ultimately support the delivery of the infrastructure priorities and projects in the area.
Personal attributes	Is able to use initiative to respond independently to unexpected problems and situations.
	Works well within procedures and is able to confidently and competently organise own workloads.
	Demonstrates a flexible approach to work in terms of being prepared to pick up work outside of own specialism.
	Can work collaboratively with other relevant teams to ensure the

	efficient and effective release of appropriate funds and to monitor this “spending”.
	Able to work with minimal supervision
Experience	Can demonstrate experience within a similar and/or recent relevant role
	Is experienced communicating orally or in writing with a range of people, where tact and diplomacy are important
	Performance Management
	Database Management
	Complaint investigation
Equality & Diversity	Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).



Our Values

...we believe in



OUR PEOPLE



OUR CUSTOMERS



BEING OPEN and HONEST



TAKING OWNERSHIP



BEING AMBITIOUS

We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.

