


Job Description			
Title: Developer Contributions Practitioner	Department: Place	Post Ref	
Job Purpose To act as the externally facing lead for the County Council on developer contributions (Community Infrastructure Levy and S106 planning obligations) by ensuring that the County Council receives its full and proper contributions towards the provision and delivery of services that arise from the consequences of built development across Nottinghamshire.			
Key Responsibilities <ol style="list-style-type: none">1. Leading in the preparation, review and implementation of the County Council's policy and approach to developer contributions with District Council partners through the Community Infrastructure Levy (CIL), S106 (planning obligations) and other agreements;2. Provision of instruction for the preparation of S106 agreements to the County Council legal team following liaison with services within the County Council;3. Liaising with County Council departments to ensure that the County Council's policy approach reflects service needs and ensuring that requests for S106 obligations meet the statutory and policy tests.4. Liaising and negotiating with District Councils to ensure that their policy on securing developer contributions and infrastructure provision is consistent with others and supports County Council services;5. Facilitating the co-ordination with County Council departments to ensure any service requirements that arise from District Council policy and strategy formulation e.g. CIL, Local Plans etc. and/or specific development proposals are communicated to the District Council in a timely manner;		Key Accountabilities <ol style="list-style-type: none">1. To provide the principal point of contact both within the County Council and local planning authorities within Nottinghamshire in relation to developer contributions towards County Council services2. To ensure that legal officers receive clear and prompt advice on the requirements for S106 agreements for which the County Council is a party.3. To liaise with County Council departments to advise on how to justify obligation requests, ensure that appropriate evidence of need is provided and advise the appropriate manager to ensure compliance.4. To ensure that District Council policy on infrastructure provision properly reflects County Council services and there is a common approach to developer contributions across the County.5. To ensure that District Councils are provided with appropriate, co-ordinated advice on infrastructure requirements arising from local plans and development proposals within the time periods needed.	

<ul style="list-style-type: none"> 6. Liaising and negotiating with developers and District Councils, from pre-application stage through to determination for proposals where there are implications for planning obligations to ensure that County Council services are adequately represented and funded; 7. Providing high quality advice, advocacy and policy direction on specific developments resulting in impacts on County Council services. 8. Preparing written statements and evidence, attending hearings and inquiries and giving evidence, as, to support the planning obligations and infrastructure requirements of the County Council; 9. Supporting elected Members and senior officers in their respective roles; 10. Co-ordinating the monitoring of payments /delivery of obligations towards County Council services when triggered and taking appropriate action to ensure compliance; subsequently ensuring that income from developer contributions involving significant sums of money is spent within the appropriate time period; 11. Supervising a developer Contributions Monitoring Officer in the day-to-day operation of the monitoring system; 12. Monitoring and responding to Government consultations and legislative changes relating to CIL, planning obligations and other agreements. 13. Overseeing the preparation of monitoring reports on developer contributions as required by the County Council or Government policy / regulations. 	<ul style="list-style-type: none"> 6. To ensure there is a single contact at the County Council at all stages in the development process in respect of planning obligations with appropriate authority to negotiate acceptable solutions to meeting the needs of County Council services. 7. As 6 above 8. To ensure that County Council services is represented appropriately necessary at planning appeals and local plan hearings 9. To ensure and provide appropriate briefing and advice both orally and in writing 10. To ensure that the County Council (or service providers on its behalf) receive the obligations due at the appropriate time and that they are used for the purpose intended. 11. To ensure the provision and operation of a monitoring system to log the process of obligation requests, agreements, payments to the Council or other obligations and allocation of the funding /obligation to infrastructure projects. 12. To ensure that the County Council views are transmitted appropriately in consultation with others. 13. To ensure that information on obligations sought and obtained is provided to senior officers, Councillors and published as needed in accordance with local and national policy or regulations.
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

Person Specification**Education and Knowledge**

1. Relevant degree, diploma or equivalent.
2. Working knowledge of local government finance and development viability matters.
3. In depth knowledge of key policies, legislation and guidance (national/local) relating to planning and developer contributions.

Experience

1. Substantial land use planning experience to include proven relevant post qualification experience in negotiating planning obligations and other agreements.
2. Writing and presenting committee reports
3. Representing an authority or other party at a planning inquiry or hearing.
4. Experience of undertaking negotiations in complex matters independently of senior officers
5. Experience of local government practices and procedures.
6. Experience of working with elected members and officers at a senior level and providing appropriate advice and support to them in their roles.
7. Understanding of the development industry and the principles of development viability.
8. Representing an authority or other party at a public meeting.
9. Managing and motivating staff to achieve organisational objectives.

Personal skills and general competencies

1. Sets an excellent example of customer care for other staff.
2. Ability to assimilate and analyse highly complex information in order to prepare, review, implement, monitor and report on the County Council's approach to developer contributions.
3. Good interpersonal skills necessary for effective liaison, co-ordination and conducting successful negotiations involving significant sums of money.
4. Politically astute and able to deal with complex and sensitive situations effectively.
5. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness.
6. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards
7. Takes an active role in managing risk, health and safety and safeguarding issues.
8. Ability to work independently to deliver work programmes within agreed timescales.

Role Dimensions

1. The post will be line managed by the Team Manager, Planning Policy and will supervise the work of a part time Support Officer
2. The role will be based within the Planning Policy team but will support the work of all County Council services
3. Full driving licence is needed and the ability to attend site visits, and meetings at District Council locations which may involve evening meetings.

Please attach a structure chart

Date 07 February 2020