

ROLE DESCRIPTION

Role description:	Infrastructure Funding & Developer Contributions Lead
Role profile family:	Leadership
Number of posts:	1
Role profile number and grade:	LST3-2913
Service/Team:	Planning
Reports to:	Director of Planning, Economy & Regeneration

Job Context

The overall responsibilities of the service/function are:

The Planning service is responsible for the delivery of future growth of Wiltshire, ensuring that decisions are taken that deliver high quality place-shaping, following policy guidance and best practice in urban design. It's both a statutory and regulatory service responsible for delivering housing and employment as set out in the adopted Local Plan

Income is secured via Community Infrastructure Levy (CIL) and Section 106 (S106) developer contributions as part of the planning process.

CIL currently brings in over £7m each year for Wiltshire in the form of developer contributions that provides direct funding for infrastructure to support the delivery of strategic growth for the council aligned to the Local Plan aspirations. This includes transport improvements, schools, public open space and environmental mitigation).

S106 contributions currently secure around £11m per year for Wiltshire through planning obligations and provide site specific infrastructure funding through a legal agreement negotiated as part of the grant of planning permission.

Job Purpose

Reporting to the Director, the post holder will be the council's lead technical expert, on infrastructure funding & developer contributions with responsibility for maximising income through Community Infrastructure Levy (CIL), Section 106 (S106) obligations and other related developer contributions; negotiating on the most complex and high value (£m) applications to secure funding to develop major infrastructure e.g. housing, schools and transport; which will support the delivery of growth set out in the Local Plan and in line with the Our Wiltshire Plan priorities.

The post holder will work across the Planning services to develop the council's policy and on developer contributions in collaboration with Cabinet and other stakeholders., The postholder will

also identify and implement additional opportunities for income generation aimed at improving services and delivering new revenue streams, which could include Planning Performance Agreements, pre-application charging etc.

The post holder will establish working groups, working council wide, to help identify and deliver infrastructure improvements for Wiltshire, supporting and enabling colleagues to deliver projects, whilst achieving effective monitoring, and delivering transparent and timely financial reporting.

The post holder will be expected to act as a senior advisor to the relevant senior managers and where appropriate, Cabinet, providing detailed information on performance and outcomes from all work and projects related to developer contributions.

The role will require working with senior officers, elected members, developers, communities and other stakeholders.

Specific responsibilities include:

- Lead a small specialist team, with full line management responsibilities, set service priorities, manage resources, performance and recruitment and inspire and develop staff to achieve their personal objectives.
- Establish and implement effective governance arrangements to manage, monitor and report on developer contributions, from setting fees and charges and collection, through to project delivery, planning appeals and debt recovery; ensuring there are effective internal processes in place supported by robust audit and compliance procedures as well as analytics and live dashboard reporting to key stakeholders.
- Working alongside legal colleagues lead on complex and challenging negotiations; exercising delegated authority in making decisions on infrastructure funding negotiations with developers; ensuring S106 agreements and legal instructions are robust and completed in a timely way; ensuring planning permissions are issued promptly and protect the council's legal and financial interests.
- Instigate enforcement action for non-compliance (including obligations where non-financial contributions have been agreed) working closely with legal services and other colleagues to deliver positive solutions that resolve complex issues.
- Produce and submit statements relating to requests for developer contributions to the Planning Inspectorate and represent the council at Planning hearings and inquiries as required.
- Provide complex or technical expert advice, data and systems support to officers across service areas in relation S106 and CIL legislation, best practice and guidance on national standards including the provision of training.
- Lead and drive business improvement to maximise infrastructure funding looking at innovative solutions to increase income, delivering efficiencies in process through joint working and networking opportunities with adjacent local planning authorities and other public bodies; Identify new opportunities for income generation, including reviewing the pre-application charging schedule, delivering services to other authorities/partner organisations and maximising monitoring income.
- Responsible for keeping the CIL Charging Schedule up to date and with keeping spend criteria aligned with cabinet priorities.

- Ensure an up-to-date familiarity and understanding of the legislative basis and practice of planning law in relation to infrastructure funding and related negotiations.
- Make decisions on enforcement actions relating to non-compliance of S106 obligations.
- Work closely with colleagues from across the council to support development, delivery, management and oversight of projects funded through developer contributions.
- Build effective relationships with public sector partners, including town and parish Councils, to better understand infrastructure requirements and how developer contributions can be effectively used to deliver infrastructure and mitigate against the impacts of development on local communities.
- Lead on communications with elected members and other stakeholders regarding CIL and S106 funding; Providing written reports and briefings relating to infrastructure funding receipt and spend, negotiations with developers, monitoring and debt recovery as required.
- As the service expert, embed a culture of continuous improvement, building skills and knowledge amongst staff across the planning service. This may include the delivery of training to staff or elected members.
- Promote a strong customer service focus and provide an excellent level of customer care.
- Ensure funding and developer contributions secured align to the Local Plan priorities and deliver the aims and ambitions detailed in the council's Our Wiltshire Plan.

Dimensions				
Type of budget	Direct	Indirect	Responsibility	Amount / Cost
Council gross budget spend	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contributory impact on spend	approx. £872m
Community Infrastructure Levy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Maximising income, negotiating contributions and payment triggers. Profiling and reporting spend. Debt recovery and instigating legal proceedings	Up to £10million per year Overall income approx. £50million at any one time
Section 106	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Maximising income, negotiating contributions. Profiling and reporting spend Debt recovery and instituting legal proceedings.	Up to £12million per year. Overall in come approx. £20million at any one time
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

Dimensions				
Type of budget	Direct	Indirect	Responsibility	Amount / Cost
	<input type="checkbox"/>	<input type="checkbox"/>		
<p>National performance standards or statutory/legal responsibilities applicable to this role:</p> <ul style="list-style-type: none"> Responsible for production of annual Infrastructure Funding Statement Responsible for producing CIL Charging Schedule Responsible to leading on drafting Local Plan policies relating to developer contributions. 				

Person Specification
<ul style="list-style-type: none"> Educated to degree level or substantial equivalent experience in Town and Country Planning or a related field. Relevant postgraduate qualification such as MSc In Planning Experience in leading and managing complex development and or infrastructure projects across multiple service areas. Expert knowledge of the planning system and the legislation relating to developer contributions. Substantial experience of negotiating S106 agreements for strategic and complex development proposals Experience of addressing a planning inquiry and / or court Excellent understanding of how viability affects negotiations on planning matters and policy formulation. Proven experience of presenting technical reports and advice to a range of people. Experience in driving business process improvement, performance and policy improvements Ability to use own judgment in a range of situations, dealing with complex case issues and sensitive situations. Good political awareness, ability to work under pressure, and to maintain good relationships with stakeholders with conflicting interests. Have astute financial awareness and substantial experience working with high value receipts and expenditure. Excellent communication, presentation and negotiation skills, with the ability to prepare clear and concise reports. Understanding and experience using data, insight and performance measures to assess the impact of services and inform decisions and service planning to improve outcomes. Good knowledge of Planning ICT systems and as well as proficient in MS Office skills (Word, Outlook, Excel etc.)

Supporting information

Driving classification	
<p>Occasional driver A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.</p>	<input checked="" type="checkbox"/>
<p>Regular Driver Must hold a valid UK driving licence and have access to either their own car or a pool car in order to undertake the duties of the role, unless other forms of transport are available and viable to perform the role, including public transport, or unless a reasonable adjustment has been agreed.</p>	<input type="checkbox"/>
<p>Required Driver Must hold a valid UK driving licence and will drive a vehicle supplied by the Council in order to undertake the duties of the role.</p> <p>Employees should refer to the Corporate Driving at Work policy for further information.</p>	<input type="checkbox"/>

Driving trigger points			
<p>The trigger points set out below, regarding driving licence points and at-fault accidents, apply to all staff who drive on council business.</p>			
Trigger Points	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action	
Points on driving licence	6	9	
Trigger Points	Discussion and advice on expected driving standards	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action
At fault accidents within a two-year period (whether work or personal)	1	2	3
<p>Job applicants who drive must have 9 or less points on their driving licence and must have less than 4 at fault accidents within a two-year period. If they meet the trigger points, they will be subject to the actions outlined in the table above.</p> <p>If holding a valid licence, occasional drivers will need to declare penalty points and no-fault accidents as requested. Depending on the role, decisions as to whether this might either affect appointment or require corrective driver training, will be made case by case.</p>			

Political restriction	
This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as a member of the Scottish or Welsh Parliaments, or a local councillor. The job holder is furthermore not permitted to canvass on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party.	<input checked="" type="checkbox"/>

Professional fees and related occupational costs	
As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council.	<input type="checkbox"/>
This role does not have any professional or occupational membership requirements.	<input checked="" type="checkbox"/>

Clearances – Disclosure & Barring Service (DBS)	
This role will be engaged in ‘regulated activity’ providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an Enhanced DBS check before appointment can be confirmed.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a Standard DBS check.	<input type="checkbox"/>
The role requires a Basic DBS check to check for convictions and cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.	<input type="checkbox"/>
This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.	<input checked="" type="checkbox"/>

Clearances – Baseline Personnel Security Standard (BPSS)	
This role requires access to the UK government Public Services Network (PSN) and is subject to a BPSS check.	<input type="checkbox"/>
This role is not subject to a BPSS check.	<input checked="" type="checkbox"/>

Clearances – Non-Police Personnel Vetting (NPPV)	
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 2* . (*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed ‘secret’).	<input type="checkbox"/>
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 3* (*regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy	<input type="checkbox"/>

<p>material either on police premises or by remote access up to “secret” level. A level 3 includes a check on you, your spouse/partner, co-residents, and all family members).</p> <p>This role is not subject to a NPPV check.</p>	<input checked="" type="checkbox"/>
---	-------------------------------------

Safeguarding	
<p>For all roles within Children’s Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council’s agreed child protection/vulnerable adults protection procedures will be followed.</p>	<input type="checkbox"/>
<p>For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults’ procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council’s agreed interagency safeguarding adults’ procedures will be followed, alongside implementation of the council’s disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.</p>	<input type="checkbox"/>
<p>For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council’s agreed child protection/vulnerable adults protection procedures will be followed.</p>	<input checked="" type="checkbox"/>