

Developer Contributions Technician

Department	Development and Building Control
Pay Grade	G5
Responsible to	Planning Compliance Team Leader

Role Purpose

To be responsible for the implementation and enforcement of the Community Infrastructure Levy (CIL) regulations in how they apply to planning permissions in the Horsham District whilst ensuring the timely and efficient administration and collection of CIL and S106 contributions.

To investigate potential breaches of CIL Regulations; monitor planning conditions; and Building Safety Levy (BSL) and Biodiversity Net Gain (BNG) requirements. To work with the Planning Obligations Officer to monitor S106 obligations and ensure the timely and efficient administration, collection and spending of S106 contributions.

Role Specific Responsibilities / Accountabilities

- To provide advice and guidance, responding to enquiries from internal and external colleagues organisations and members of the public on matters relating to the CIL regulations, and related planning enforcement legislation in relation to determining whether development is CIL liable.
- To provide advice on S106 funding availability and spending guidelines, preparing, and issuing consultations on S106 funding applications, make recommendations taking account of legislation, guidelines, and relevant policies.
- To undertake the day-to-day administration and co-ordination of CIL requirements, including the timely issuing of CIL Liability Notices, Demand Notices and invoices, the processing of CIL exemption and relief claim forms.
- To liaise with the Compliance team on potential breaches of planning control or S106 obligations identified during CIL, S106 and conditions monitoring undertaking research into planning history, relevant legislation, establishing the facts, collating necessary information to resolve the case to a satisfactory conclusion.
- To investigate CIL cases suspected to be in breach of the CIL regulations and to record any other potential breaches of planning control identified during such investigations, and process appeals including preparation of evidence in consultation with appropriate planning officers as necessary.

- To maintain up-to-date and accurate database and documentation records for CIL and S106 matters, and those pertaining to planning conditions monitoring, BSL and BNG monitoring, liaising with Finance, Land Charges and Legal Services Teams to ensure records are consistent and land charges recorded as required.
- To undertake CIL liability calculations, taking account of exemptions, reliefs, abatements, surcharges, and interest where applicable, and seeking further information from applicants or colleagues as required.
- To determine CIL relief, exemption, and abatement claims, carrying out the necessary reviews that all conditions for relief and exemption have been adhered to, taking enforcement action, and collaborating with Legal Services as necessary.
- To undertake research and respond to solicitor enquiries, Subject Access Requests (SAR), and Freedom of Information (FOI) requests in relation to enquiries regarding CIL, S106 compliance and planning conditions as necessary.
- To monitor and report on commencement and completion of developments with specific reference to compliance with any conditions attached to the granting of planning permission and S106 obligations.
- To identify potential for continuous improvement of CIL, S106 and conditions monitoring processes, updating the HDC website content and reviewing guidance documents in consultation with relevant internal departments ensuring content is accurate and up to date.
- To carry out such other duties that may reasonably be required.

Knowledge, Skills and Qualifications

Minimum knowledge, skills and qualifications required to perform this role, relevant experience may be a substitute.

Essential Criteria

- Educated to GCSE or equivalent.
- Customer service experience dealing with enquiries from members of the public.
- Knowledge of planning legislation, compliance, and legal agreements in relation to S106, CIL, BNG and Planning Conditions.
- Extensive experience of office administration and process management activities.
- Experience in problem solving and undertaking research.
- Able to work on own initiative as well as part of a team.
- Good organisation and time management skills able to manage a case load and prioritise work.
- Excellent communication skills, verbal and written, explaining complex procedures, adapting style to suit the needs of the customer and communication media.
- Excellent IT skills, ability to use databases, update websites and learn specialist planning systems and packages.
- Able to interpret different types of information including legislation, regulations, policies, scaled drawings and floorplans.

Desirable Criteria

- Able to adapt and improve processes and procedures, in accordance with legislation.
- Experience of the processes involved in the collection, administration, and enforcement of CIL, S106 and planning conditions.
- Willingness to undertake ongoing training and personal development.
- Full driving licence.

Appendix

Generic Employee Responsibilities / Accountabilities

- Contribute to the delivery of the corporate objectives of the Council developing good working relationships to promote the interests and reputation of the Council building a positive image of the organisation.
- Participate in a culture of learning, collaborative working and excellence to build a culture of high performance, which inspires and supports the delivery of the Council's Corporate Plan.
- Ensure that all duties are carried out in compliance with relevant statutory processes, corporate policies and the Council's constitution.
- Proactively seek opportunities to continuously improve ways of working and Council services by evaluating activities to enhance performance.
- Promote equality, diversity, inclusion, access to services and tackling discrimination both within and outside the Council to ensure there is a clear and consistent focus across the organisation and its partners in delivering an inclusive customer experience to all.
- Generally to comply with all Health and Safety policies and guidance ensuring the required mechanisms are used and to support the promotion of a culture of good health, safety and welfare, especially if nominated or appointed specifically to carry out simple checks at your place of work and log the activity.
- Follow the Council's safeguarding procedures and promote the welfare of children, young people and vulnerable adults across Council services.
- Participate in risk management in service areas and follow required reporting procedures, as appropriate, to minimise risks to people and the Council's operations.
- Follow and adhere to all Data Protection procedures and processes in accordance with relevant legislation ensuring all personal data of employees, members of the public and clients is used appropriately and retained within guidelines.
- The Returning Officer in this constituency is responsible for the election process. There is an expectation that Council employees will, as reasonably requested to do so, assist the returning officer in election processes.
- In the event of a major incident or disaster you may be required to assist in whatever capacity to provide the necessary organisation, co-ordination and supply of resources to support the local emergency services or other services within the council and relevant partner organisations.

Generic Employee Behaviours

Our behaviours framework links to our values and identifies the core knowledge, skills, behaviours and attitudes we require from our people to deliver services.

Customer Focus

- Deliver a high standard of customer services
- Develop effective customer relationships
- Improve customer service to meet local needs and aspirations

Achieving Excellence

- Strive to be excellent
- Deliver increasing efficiency / effectiveness
- Use taxpayers' money wisely to deliver the highest quality services to the satisfaction of our customers

Our People

- Work collaboratively together as one team
- Invest in own performance and career and support colleagues
- Work creatively and responsibly