

Planning Obligations Officer

Department	Development and Building Control
Pay Grade	CG 6-8
Responsible to	Planning Compliance Team Leader

Role Purpose

To lead on the effective implementation, management and monitoring of the Community Infrastructure Levy (CIL) Section 106 agreements and Building Safety Levy.

To develop, maintain and publish policies and statutory reports to ensure compliance with legislation and best practice.

To effectively deliver the collection and subsequent distribution of financial developer contributions, and seek compliance for non financial obligations . Ensuring that spending and distribution of contributions are in accordance with the legal requirements of the Section 106 planning obligations and the CIL Regulations.

To defend the Council in complex CIL and Levy appeals and ombudsman cases.

To work collaboratively with internal teams and external partners, including Parish Councils, to support the delivery of infrastructure projects and advise on funding opportunities.

To present at committees and member groups to provide updates, guidance and recommendations.

Role Specific Responsibilities / Accountabilities

- Lead the implementation of CIL and levy governance and effective monitoring of Section 106 agreements and CIL, overseeing the collection and spend to support the delivery of required infrastructure.
- Develop, update and publish policies, procedures and statutory reports — including the annual Infrastructure Funding Statement — to ensure transparency and regulatory compliance.
- Work collaboratively with internal teams, West Sussex County Council, Parish and Town Councils and other partners to support the delivery of infrastructure projects and provide guidance on funding opportunities.
- Defend the Council in complex CIL and levy appeals and ombudsman cases, preparing evidence and working closely with planning officers.
- Present at committees and member groups to provide updates, guidance and recommendations

- Advise officers, senior leaders and elected members on changes to planning legislation and the implications for securing and managing CIL and Section 106 contributions and levy payments.
- Manage all data and information relating to Section 106 and CIL contributions, and levy payments, engaging with internal teams, West Sussex County Council, stakeholders, elected members and community groups.
- Track planning applications and development progress to ensure all financial and non-financial obligations are triggered, pursued and secured.
- Investigate CIL and S106 cases suspected to be in breach of the regulations and obligations and to record any other potential breaches of planning control identified during such investigations
- Contribute to departmental and corporate tasks, projects and responsibilities as required.
- Follow the guidelines and principles of the Council's Sustainability Programme, Health and Safety documentation, Policies and Codes of Practice.
- 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

- You will need a good knowledge of the Community Infrastructure Levy, S106 agreements and CIL Regulations and how they apply to development.
- You will have experience in managing CIL or S106 agreements.
- Proven information, management and numeracy skills, with ability to work on detailed calculations in a high-pressure environment.
- Experience of managing a database system and using other IT packages.
- Experience of interpreting information and analysing details.
- Experience of managing a variety of tasks at any one time.
- Experience of researching material and seeking further information.
- Experience of managing conflicting demands.
- Knowledge of financial regulations and local government procedures.
- Customer service skills.
- Able to communicate with a range of people from different backgrounds, including ethnic, social and professional, both verbally and in writing.
- Good time management and organisational skills.
- Ability to work on own initiative as well as part of a team.
- Educated to both GCSE and A Level, or equivalent.

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