

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Infrastructure and Section 106 Monitoring Officer	JEID	
Salary Grade:	Scale K		
Team:	Strategic Growth and Infrastructure		
Service Area:	Place and Infrastructure		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Chris Egan, Lead Commissioner, Strategic Growth and Infrastructure		
Responsible for:	N/A		

Role Purpose

Responsibility for the effective collection, monitoring and distribution of developer financial contributions arising from Section106 agreements.

To ensure that spending and distribution of S106 payments and contributions are in accordance with the legal requirements of the Section 106 planning obligations and supports the delivery of infrastructure priorities and projects set out in the relevant Local Development Plans.

Assist with the consultation and co-ordination responses in relation to Planning Policy and Planning Applications.

Role Responsibilities

- To undertake the collection of financial contributions relating to Section 106 agreements.
- Responsible for the effective implementation and monitoring of Section 106 agreement.
- To accurately maintain key databases such as the Section 106 database
- To assist and support the co-ordination of county council responses on Planning Applications and local, regional, and national Planning Policy Consultations working collaboratively across a range of County Council Services

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

A Planning Degree or a related discipline, or suitable equivalent qualification or demonstratable working experience, knowledge and understanding of the planning system in relation to developer contributions including the Section 106 Planning Obligations and the Community Infrastructure Levy	A
Experience of working in Town Planning or related area of work relevant to the Community Infrastructure Levy and Section 106 agreement	A
Experience in using MS Office (including Word, Excel)	A
Ability to forward plan and develop work programmes	A/I
Experience of working within varying deadlines	A
Experience of extracting information from complex documentation or demonstrable working knowledge of data analysis and management	A/I
Confident and competent in working with spreadsheets and numbers	A
Ability to prepare and present complex information clearly	A/I
Ability to work effectively as one of a team	A/I

Desirable Criteria

Assessed By:

Experience of budget management	A
Experience of development and management of a monitoring system	A/I
Experience of strategy development	A
Relevant Planning or Development Qualification	A
Good Organisational and time management skills	A
Experience of local Authority Planning and Development Functions	A/I
Experience of working within a customer focused environment	A
Experience of carryout consultation expertise	A/I
Ability to travel across Warwickshire as required	A

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	