



## Job Description

<b>Post Title:</b>	Development Contributions Officer – 2 year to cover secondment
<b>Grade:</b>	10
<b>Section:</b>	Planning & Regeneration
<b>Responsible To:</b>	Planning Policy Manager
<b>Date Prepared:</b>	July 2019

### **Main Duties and Responsibilities**

To be the lead contact within the planning department in relation to the coordination and negotiation of developer contributions.

Coordinate the review and negotiation of viability appraisals of the Council's major planning applications in consultation with the senior planning officers, the Housing Enabler and external valuation expertise (where appropriate). Ensure that growth in the district is "enabled", with the appropriate infrastructure and affordable housing units delivered to support growth and promote a strong and prosperous district.

Develop strong working relationships with landowners, developers and agents to promote a clear understanding of the Council's expectations in relation to developer contributions utilising national guidance and planning policy including the Central Lincolnshire Local Plan and adopted supplementary Planning document.

Coordinate and develop existing administrative process for recording, monitoring and registering completed legal agreements to ensure compliance with the terms established within those agreements. This includes maintaining records and monitoring;

- new affordable homes secured within the district
- the approval and expenditure of other agreed developer contributions
- financial contributions made in lieu of Affordable Housing
- to be the lead operational contact for residents, Parish Councils, Elected Members and other partners and provide professional advice in relation to planning obligations and S106 agreements in West Lindsey;

### **Service Specific Responsibilities**

- Work in collaboration with Planning Officers and the Housing Enabler to agree and develop robust S106 agreements responsive to housing and infrastructure needs in the district and provide clear instruction to landowners and developers to ensure that S106 negotiations secure appropriate provision, which includes triggers for delivery, nomination rights and local connection. This will include influencing, writing and interpreting detailed legal

contracts and liaison with the Council's appointed legal advisors as necessary to ensure full compliance with all council policies and legislative requirements.

- To act as the Council's main point of contact for landowners, planning agents, estate agents, solicitors and members of the public in respect of all developer contributions matters. Responding with professional advice to all queries face to face, in meetings, in writing or by telephone, to ensure that a highly professional service is provided to both internal and external customers.
- To draft and issue clear and concise instruction to legal services and to coordinate drafts, proof read and comment to ensure drafting accords with planning policy, regulatory requirements and negotiations through the planning process.
- To coordinate a consistent approach to policy framework for S106 legal agreements to support Planning Officers in S106 negotiations.
- Prepare and/or contribute to Committee reports, and attend Committees as required to support Planning Officers in presenting accurate and clear advice to members that will guide and assist robust decision making on planning applications and S106 agreements.
- Lead responsibility for ensuring that the Council's procedural arrangements for S106 agreements are fully up to date with policy and legislative changes at all times, and to ensure that any changes in this respect are clearly communicated to both officers and members, including instructing the update of legal precedent documents.
- To oversee, monitor and take necessary action to ensure that financial obligations relating to funding for external partners, such as health and education, are provided by the developer at the appropriate stages of development, as required by the S106. Ensure that all expected payments are recorded on the Council's financial records system and that invoices are raised as quickly as possible to secure the agreed financial contributions on time.
- Liaison with Monitoring Officer to ensure up to date performance data to monitor the provision of new affordable housing against the delivery targets set out in the local plan. Present monitoring information, where necessary in a clear format to assist the management team in evaluating the performance of the planning service.
- Collate evidence and information in relation to viability assumptions and in puts across West Lindsey and Central Lincolnshire for the purposes of housing market assessment, deliverability and where necessary input for Whole Plan Viability and CIL reviews and examination
- Provide support and advice to the team and wider Council Officers in relation Community Infrastructure Levy (CIL and interaction with developer contributions secured within s106 agreements, including supporting with the production of infrastructure funding statements.
- To develop and maintain an up to date knowledge and understanding of the legal and planning policy framework associated with Development Management, S106, and, CIL.

- Liaise with Legal Services & Finance to ensure that the Council is able to utilise its full powers and undertake appropriate action where there is a breach of compliance with S106 legal agreements.
- Coordinate workshops and provide training to Officers, Members, Parish Councils and partners as necessary on any relevant changes to local/national legislation or planning policy that will have an impact on developer contributions and the delivery of affordable housing in the district.
- Represent the Council at external officer groups and meetings that relate to infrastructure and viability, S106, CIL and developer contributions, plus any others delegated by the Team Manager.
- To complete all duties and tasks allocated to the post by the line Manager in accordance with timescales laid down.
- To carry out any other work as deemed necessary to fulfil the functions of this post as may be required by the Team Manager.

### **Corporate Management Framework**

The post holder is required to be proficient in all areas within Level Two of the Council's Behaviour Framework.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all their entire staff share this commitment. As part of this commitment all staff will attend a safeguarding briefing as part of their induction and be expected to familiarise yourself with the safeguarding policy.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_



If you require this Job Description in another format eg large print, please contact Customer Services on 01427 676676, by email [customer.relations@west-lindsey.gov.uk](mailto:customer.relations@west-lindsey.gov.uk) or by asking any of the Customer Services staff.