

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Senior Developer Contributions Officer FIXED TERM 12 months	Grade:	PO2
Reports to (Designation):	Principal Developer Contributions Officer	Grade:	P05 - P06
Directorate:	Place	Department:	Inclusive Regeneration

Main Purpose of the job:

To secure the maximum viable Community Infrastructure Levy (CIL) contributions are received in a timely manner and are properly accounted for.

To collect, report and administer the Building Safety Levy (BSL)

To collect and monitor for S106s and provide support for all S106 related work streams

To manage the databases containing financial and planning data relating to CIL, S106 and BSL

Summary of Responsibilities and Personal Duties

1. Support the Council's readiness for the Building Safety Levy (BSL), including developing understanding of end-to-end processes, engaging with MHCLG, coordinating system, reporting and financial arrangements, supporting internal training, monitoring delivery against milestones and escalating risks as required.
2. Responsible for administering, collecting and monitoring the Community Infrastructure Levy (CIL), Mayoral CIL (MCIL) and Building Safety Levy (BSL) arising from developments. This includes checking information, undertaking calculations, working with Development Management, applying reliefs and issuing notices.
3. Monitoring S106 agreements and ensuring proactive collection of money owed and the successful discharge of non-financial obligations. Maintain the Council's S106 database and monitor section 106 agreements and projects
4. Work with Development Management during the application process to agree Heads of Terms, review draft deeds, monitor S106s, managing S106 reviews and liaise with developers in regard to all aspects of S106 compliance undertaking site visits where required.
5. Prepare the Annual CIL summary.
6. Leading on, and undertake, the day to day tasks to determine CIL liabilities, including any surcharges due, in accordance with the Regulations, including processing and issuing relevant Notices.
7. Oversee the keeping of accurate records of CIL notices and decisions and of the status of schemes and compliance with CIL requirements.
8. Collate and prepare information for management and statutory statistical returns in an accurate and timely way.
9. Supported by the Principal Developer Contributions (DC) Officer, lead on preparation of new policy documents regarding developer contributions in line with the Council's Statement of Community Involvement and assist with the preparation of evidence for any new Developer Contributions Guidance, CIL Charging Changes, the IDP, IFS or Local Plan or work of a similar nature.
10. Supported by the Principal DC Officer, or Developer Contributions Team (DCT) Manager prepare documents and evidence for Inquiries, Hearings or court cases

11. Develop, deliver, monitor and maintain the data systems required to collect and enforce BSL, CIL and MCIL and relevant policies.
12. To manage financial payments to ensure that they are properly accounted for and transferred for expenditure as appropriate
13. Prepare process notes and update as and when necessary.
14. Lead in developing, setting, reviewing and monitoring performance indicators through the Authority Monitoring Report (AMR) assessing the effectiveness of the Council's Local Plan and other policy documents.
15. Identify S106 sums for projects and monitor project delivery in order that the planning obligations can be completed.
16. Prepare and present reports and make appropriate recommendations to the Council's committees, Mayor and Cabinet, Panels, Members and the Executive on a range of developer contributions matters.
17. As required review PIDs, run and prepare for S106 Overview Meetings, and any other meetings involving developer contributions and assist in preparing reports to committee on the use of developer contributions.
18. Provide specialist advice and act as a key point of contact on BSL, CIL and S106 matters for developers, agents, the public, internal stakeholders and Members; and respond to enquiries, including FOIs and EIRs within either statutory or Council set deadlines.
19. Provide advice and support to Development Management case officers involved in S106 negotiations, including providing consultation responses on recommended Heads of Terms and support in the drafting of legal agreements.
20. Support and participate in NCIL processes and governance arrangements as required.
21. Identify and suggest improvements to current ways of working to deliver a more efficient and effective service for customers and delivery partners as well as the team.
22. Play a key role in end of year drawdown, including reviewing reports and liaising with other departments including finance.
23. In consultation with the Principal DC Officer/DCT Manager, participate in the interviewing and recruitment of consultants; monitor and review the work programmes of consultants engaged in project work, providing leadership and guidance, ensuring that external consultants, are effectively project managed to meet the objectives of the service.
24. Attend committee meetings, working groups and external meetings associated with the S106/ contributions function as may be required.
25. Undertaking site visits, collecting data and the preparation and presentation of reports, including items for committee, to enable effective monitoring of the S106s, developments and projects.
26. Supervise junior and technical staff day-to-day, motivating and developing them through ongoing guidance, feedback, and coaching to foster engagement and professional growth.
27. Deputising for the Principal DC Officer during periods of absence, including presentations at committee as may be required.

This job description may need to be amended by the directorate to meet the changing needs of the service.

Internal Contacts: These include colleagues and officers in development management, policy, housing, regeneration and other areas of the council.

External Contacts: This will include agents, developers, residents, other Councils, GLA, London Infrastructure Networks officers.

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviours

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

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THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: 0

Title:	Grade	No of posts
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Number of partially managed staff: Up to 3

Title: DCT Officer	Grade P01,	No of posts up to 2
Title: Apprentice	Grade Scale Sc4 – Sc6	No of posts up to 1

PERSON SPECIFICATION

Job Title: Developer Contributions Officer (Senior)

Grade: PO2

Department: Strategic Planning

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	S
Understanding of how equality and diversity relates to this post	S
Knowledge	
Extensive Knowledge of:- • CIL Regulations • Town and Country Planning Acts • Planning and Compulsory Purchase Act • Government Planning Policy Guidance, Statements, Regulations and Circulars • National Planning Policy Framework • London Plan and regional planning issues • Broader Council-wide corporate and planning issues.	S
Understanding of the Building Safety Act 2022, the Building Safety Levy and associated regulations and guidance.	S
Aptitude	
Practical and output orientated.	
Able to work well under pressure and to deadlines.	
Proactive and creative approach to work.	
Ability to respond positively and where necessary sensitively to enquiries from the public, Members and other external contacts.	
Able to work with minimum supervision.	
Ability to operate in a strategic environment.	
Able to contribute at a senior level to cross Council initiatives and multi-disciplinary projects.	
Skills	
High-level, clear and concise communication skills, both verbal, written, enabling the development of effective working relationships to influence a wide range of audiences.	
Excellent presentation skills.	
IT literate with good self-service computer skills.	
Ability to quickly grasp complex information to arrive at effective outcomes and solutions.	

Sound negotiating skills to achieve creative solutions that enhance design quality.	
Experience	
Experience of team working in a planning environment	S
Experience of CIL collection in accordance with the CIL Regulations	S
Experience of working with and monitoring S106 Agreements	S
Experience of successfully advising developers, owners etc. verbally and in writing and undertaking site visits	S
Experience of engaging with colleagues in other teams within the Council.	S
Experience of contributing to reports and supporting management on specific projects regarding Developer Contributions	S
Experience of successfully negotiating with and advising developers, architects etc. both on site visits and office-based meetings.	S
Experience of preparing and organising work programmes	S
Experience of writing complex reports and contributing to a variety of documents including AMRs, IDPs and IFS.	S
Experience of drafting witness statements and Proofs of Evidence, and representing the Council as an expert witness at planning hearings and public enquiries	
Experience of providing CIL & S106 advice at a senior level to achieve successful outcomes.	S
Experience of driving forward projects and programmes which contributed positively to the built environment.	S
General Education	
Evidence of completing Higher Education qualifications (Degree, Diploma, Apprenticeship) or significant experience within the profession.	S
Educated to A Level or equivalent with GCSEs in Maths and English (Grade C or 5 and above)	S
Evidence of continuing professional development.	
Personal Qualities	
Resilience and drive to meet the demands and pressures of the post.	
Self-motivated approach with ability to meet critical deadlines and handle sensitive issues.	
Able to work with and build a rapport with a range of people from different disciplines	
To be outgoing and supportive to create a positive work atmosphere to deliver effective and focused work from the team.	
Circumstances	
Able to attend occasional evening committee meetings, working parties etc. and occasional work outside normal office hours.	
Flexibility to undertake other duties commensurate with the grade and within the capabilities of the post holder that may arise from time to time.	
Physical	
Generally candidates must meet the standard Lewisham requirements for the post	

DBS Disclosure Required **Basic** ☒ **Standard** ☐ **Enhanced** ☐

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)