



MALDON
DISTRICT COUNCIL

S106 and Monitoring Officer (2697PPG)



Job Title	SI06 and Monitoring Officer
Service Area	Place, Planning & Growth
Grade	SCP I
Job Reference	2697PPG

Reporting to	Responsible for
Planning Policy Manager	None

Team Purpose
The team provides a high-quality, consistent and professional planning policy service that supports sustainable growth, place-making and the delivery of the Council's planning objectives.

Role Purpose
To support the delivery of sustainable growth across the district by managing, monitoring and reporting on developer contributions, including Section 106 planning obligations. To ensure contributions are secured, administered and utilised effectively to support the timely delivery of infrastructure, community facilities and other mitigation measures required to meet the needs arising from development. The Council may introduce a Community Infrastructure Levy (CIL) in the future. If introduced, the administration, monitoring, reporting and governance of CIL will form part of this role, alongside Section 106 responsibilities. Provide high standards of advice and support in relation to planning policy, ensuring compliance with statutory regulations, legislation, professional codes of practice and adherence to Council policy. Be a role model for the service, demonstrating authenticity, integrity, resilience and compassion and focusing on communication, personal development and wellbeing.

Key Accountabilities
• Maintain and manage accurate records of Section 106 agreements, unilateral undertakings and associated planning obligations, including financial contributions, affordable housing, open space, highways, education, health, biodiversity, environmental mitigation and other infrastructure requirements. • Monitor the implementation of Section 106 obligations, including triggers, commencement dates, payment points, indexation, spend deadlines and delivery of non-financial obligations.



- Liaise with key stakeholders across a wide range of internal and external partners and colleagues to ensure obligations are properly secured and delivered.
- Support the negotiation and drafting of Section 106 agreements by providing monitoring information, infrastructure evidence, contribution requirements and delivery updates as required.
- Issue invoices, monitor payments, reconcile receipts ensuring contributions are correctly allocated for the purposes set out in the relevant legal agreement.
- Track the spending of Section 106 contributions, ensuring funds are used lawfully, effectively and within any relevant deadlines or restrictions.
- Prepare monitoring information and reports for officers, senior managers, Members and external stakeholders, including information required for the Council's Infrastructure Funding Statement and other statutory or corporate reporting.
- Support the preparation and maintenance of infrastructure delivery information, including evidence to inform the Local Plan, infrastructure planning and developer contribution priorities.
- Respond to queries from applicants, agents, developers, infrastructure providers, Members, parish and town councils and members of the public on Section 106 obligations and developer contributions.
- Maintain clear audit trails to ensure all records are accurate, transparent and capable of withstanding internal audit, external scrutiny and Freedom of Information requests.
- Assist with the review and improvement of internal and external processes for the management and monitoring of developer contributions.
- Support enforcement and recovery action where planning obligations are not complied with, working with key stakeholders across a wide range of internal and external partners and colleagues as appropriate.
- Leading on the production of the housing trajectory, Authority Monitoring Report and Infrastructure Funding Statement.
- Lead on monitoring requirements including keeping relevant data and information up to date.
- To assist with the preparation and publication of the Council's Five-Year Housing Land Supply Statements and associated monitoring requirements.
- To act as an expert witness for planning appeals and within the Local Plan examination on the matter of housing land supply, with support from the Planning Policy team.
- Support and, where appropriate, administer the Council's CIL functions. This may include maintaining CIL records, calculating liability, issuing statutory notices, monitoring commencement notices and instalments, processing reliefs and exemptions, supporting collection and enforcement, reconciling income, and preparing information for statutory CIL reporting and governance arrangements.

Ways of Working

Collaborative working

As part of the Planning Policy team, work collaboratively across the Council to provide a seamless service to customers, collaborate on corporate projects where



Ways of Working	
	necessary and engage positively and effectively with Members, partners and other stakeholders. Conduct self and work in ways which encourage communication and empowerment within the team. Develop skill levels of self and others to support multi skilling and knowledge transfer. Demonstrate self-awareness and an understanding of the values of others to build effective working relationships.
Customer Service	Able to identify and develop opportunities to improve the customer journey. Champion own ideas for the improvement of services and processes. Be part of a comprehensive customer focused team, ensuring Planning and Planning Policy advice and input is provided where required. Access and accurately update all relevant information systems, ensuring the 'golden customer record' conforms to all verification and validation process and in accordance with Data Protection principles and Council policy.
Supporting corporate projects	Provide input to service specific projects. Where necessary, input to and implement strategies, policies, service and financial plans, to ensure statutory and corporate targets are met and provide best value for the Council.
Performance	Contribute to ensuring a focus on team performance. Provide planning advice and input across the Council, commissioning evidence, complying with procurement rules and contract management.
Teamwork and working with others	As part of the Planning Policy team, work collaboratively across the Council to provide a seamless service to customers, collaborate on corporate projects and engage positively and effectively with Members, partners and other stakeholders. Conduct self and work in ways that encourage communication and empowerment within the team.



Ways of Working	
	Develop skill levels of self and others to support multi skilling and knowledge transfer.
Budget management	Ensure the service budget is managed in accordance with legislation, Council policy and good practice, enabling best value for money for the Council. Responsible for the day-to-day monitoring, collection and recommended spend of the S106 financial contributions, in accordance with the terms of the legal agreement, national legislation and the Council's policies and procedures.



(Part 2 – Person Specification)

Qualifications

- Full UK driving license and access to a vehicle is essential.
- Degree qualification in a relevant subject or demonstrable equivalent experience
- Evidence of Continuous and Professional Development (CPD) is desirable.

Knowledge, Experience, Skills and Ability

Knowledge and experience

- Knowledge or experience of Section 106 planning obligations, developer contributions, infrastructure planning, planning policy, development management, local government finance, legal agreements or a related discipline.
- Understanding of the planning system and the role of developer contributions in mitigating the impact of development and supporting sustainable growth.
- Experience of maintaining accurate records, managing data, monitoring deadlines and working with financial or legal information.
- Good working knowledge of Microsoft Office, particularly Excel, and experience of using databases or case management systems.
- Awareness of the Community Infrastructure Levy Regulations and CIL processes.

Skills and ability

- Ability to interpret planning permissions, committee reports, legal agreements, financial records and technical information.
- Awareness of the Community Infrastructure Levy Regulations and CIL processes, or willingness to develop this knowledge if CIL is introduced by the Council.
- Participate in learning and development activities and apply new knowledge and skills to support effective service delivery.
- Ability to build and maintain effective working relationships and liaise confidently with colleagues, managers, senior leaders, elected Members, partner organisations and external stakeholders.
- Excellent communication and influencing skills, with the ability to establish credibility and foster effective working relationships across organisational and partnership boundaries.

Special Requirements

Emergency Planning

A requirement of this role will be to attend emergency planning training. The role holder will be required to support the Council's emergency planning response.



Special Requirements	
Election Duties	This post will, on occasion and with reasonable notice, be expected to assist with election duties as required and this will include working unsociable hours.
Political Restrictions	Under the provisions of the Local Government and Housing Act 1989 ("the 1989 Act") this role is classed as a politically restricted post as a 'sensitive post'. See <i>Politically Restricted Procedure note for more detail</i> .
Disclosure Barring Scheme	This role does not require a DBS.

Standard Terms	1. To comply with appropriate legislation, service and council policies. 2. All employees have responsibility under the Health and Safety at Work, etc. Act 1974. These responsibilities are laid out in the council's health and safety policy and procedures. 3. To support and be committed to the council's policy on safeguarding and promoting the welfare of vulnerable groups including, young children and adults and expects all staff and volunteers to share this commitment. 4. To support the council's equalities and diversity policies. 5. To operate within the council's IT policies and data protection rules and regulations. 6. To operate within the council's financial regulations. 7. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies and guidelines. 8. To participate in internal committees and departmental working parties to ensure continuous improvement as required. 9. Any other reasonable duties as may be required from time to time
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Competency Framework

Central to the delivery of the role are the council's values and behaviours and all employees are expected to work within the council's Competency Framework. These are shared by all employees and applied to everything we do. The points for each competency are shown below:

Maldon behaviours [competencies]:	
Core Competencies - All Workforce	
Communicating	Expressing information in the best way and timescales that ensure clarity and understanding and responding in the most appropriate manner.
Managing and Leading People	Providing direction and support to those we work with to ensure service excellence.
Customer Focus	Taking into account customer needs, striving to meet them and providing the best service to our customers and colleagues.



Planning and Managing Work	Planning and managing work to meet individual, team and service objectives whilst achieving quality and value for money.
Analysis and Problem Solving	Assessing and interpreting information in order to support work activities, identify issues and aid problem solving.
Initiative and Decision Making	Taking the right action, based on what we know and being responsible for what happens.
Developing Self	Committed to developing own skills, knowledge and abilities to enhance capability.

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the postholder.

This job description will be subject to regular review and the council reserves the right to amend or add to the details.

Key Policies

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with health and safety policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the council has to deal with the results of a civil emergency.

Signed (Job Holder):		Date:
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