



Job Role: S106 and Community Infrastructure Officer

Job Family: Senior Technical Advisor

Broadland District Council and South Norfolk Council

Purpose

To interpret and monitor s106 obligations to ensure the councils' meets their growth targets and implement their policies and objectives.

To monitor developments where work has commenced, to ensure compliance with s106 regulations.

Support communities to enhance their local area by optimising the use of funding streams to deliver improved infrastructure and facilities alongside proposed and approved growth.

Key accountabilities

- Advise officers, public/agents and applicants on all s106 issues, maintaining an up to date knowledge of legislation, case law and policies to ensure the Councils are complying with the relevant legislation.
- Monitor commencements, completions and occupations on sites subject to s106 agreements to ensure all contributions/obligations are provided on time. Produce and maintain electronic records detailing obligation and liabilities
- Liaise with Norfolk County Council on s106 agreements County Obligations to ensure their money is collected and maintain full records on all Section 106 obligations
- Calculate monies due on all S106 District Council Obligations working with commercially sensitive and confidential financial and personal data.
- Raise invoices, manage s106 accounts and release of monies to parishes or any other recipient ensuring sound budgetary management.
- Interpret all s106 legal agreements and Provide information and interpret legislation and legal agreements Parish Councils, Members, the Community Team, Housing Strategy Manager, Leisure Centers and Play and Amenity Officers to ensure S106 money is spent in accordance with the legal agreements and legislation within the stipulated timescales
- Support parish and town councils to identify and prioritise local infrastructure needs having regard to proposed and approved growth in the local area and, where relevant, the policies of the neighbourhood plan.
- Support parish and town councils to optimise the use of funding to deliver infrastructure and facilities in the local area, including Community Infrastructure Levy (CIL) receipts
- Support parish and town councils to deliver the projects identified by them.

Generic skills, knowledge and experience

- Undertake **problem-solving** duties on complex technical activities.
- **Responsibility** - work under direction, being responsible for own work
- **Technical advisory** duties involving significant resources and discretion in resolving problems or enquiries.
- **Good communications** skills including occasional presentation to stakeholders such as corporate managers, Members, Committee/Panels or other key external bodies.

Role specific skills, knowledge and experience

- Educated to A or AS level, NVQ level 3, BTEch National or have equivalent experience.
- Able to demonstrate practical and accurate financial skills.
- Able to demonstrate a knowledge of Planning, S106 legislation and developments.
- Ability to communicate in a professional manner on a variety of enquiries, showing initiative where appropriate.
- An ability to prepare reports which may need to be presented orally and in writing, and be able to deal with any subsequent enquiries.
- Ability to make front-line decisions in response to day-to-day issues that arise and to prioritise work.
- Be able to demonstrate ability to work under pressure and to tight deadlines demonstrating strong organisational and prioritisation techniques.
- Methodical approach with attention to detail and accuracy.
- Experience of co-ordinating activities across a number of complex projects and working across disciplines to achieve shared objectives. Ability to take ownership of issues and ensure that a positive outcome is achieved.
- Good interpersonal skills and the confidence to negotiate with people at all levels.
- Customer focused.
- Performance driven.
- Being creative, having initiative and innovative thinking to resolve address problems.
- UK driving licence
- 56-70% of this role's time will be spend on external communication.

Date: