

Designation:	Community Infrastructure Officer (maternity cover)
Grade:	Stroud 4
Hours:	37 or negotiable (temporary up to one year)
Location:	Ebley Mill
Job Purpose:	To provide technical advice and support for the CIL and S.106 liability and collection process and the monitoring of planning permissions and completions.
Responsible to:	Interim Planning Strategy Manager
Responsible for:	None

KEY DUTIES

- To provide assessment of planning permissions for CIL liability and / or S.106 liability including discussions with applicants and their agents and the carrying out of site inspections.
- To input and update the CIL and S.106 databases and to issue relevant notices, information requests and invoices.
- To take the lead on securing debt recovery and implement legal proceedings where required, working with colleagues.
- To lead on providing other SDC departments and outside bodies advice on available CIL funding, referring to the Senior Community Infrastructure Officer as necessary.
- To liaise with and provide advice to the development community in order to secure CIL and S.106 contributions appropriate to the development and to review and interpret legal documents and assist other officers when required.
- To take an active role in ensuring that CIL and S.106 monies are allocated to infrastructure projects and to relevant parishes.
- To produce and publish an annual Infrastructure Funding Statement.
- Attendance at meetings and the production of meeting notes where necessary.
- Financial administration including assisting with the CIL Charging Schedule.
- Administration of infrastructure funding.
- To keep electronic records using Exacom to ensure accuracy.
- To provide support to Planning Strategy as necessary.
- To undertake other key tasks as required by the Planning Strategy Manager or Head of Planning Strategy and Economic Development

SKILLS AND KNOWLEDGE

- Attainment of academic qualifications equal to A level and GCSE passes (or able to demonstrate equivalent competence)
- Excellent communication skills both verbal and written
- Experience of working with the public
- IT Literate – able to use databases and MS Office applications to produce quality, accurate documents including financial reports. Able to use IT effectively to produce, analyse and report on data.
- Ability to manage own time and workload
- Relevant and current experience in administrative processes and systems.
- Attention to detail

Ability to undertake work of a variety of advanced tasks, confined to one function or area of activity, which requires detailed knowledge and skills in a specialist discipline.

COMPLEXITY AND CREATIVITY

- Ability to understand, translate and analyse figures
- Ability to evaluate and recommend solutions/options
- Diplomacy
- Responds quickly to queries and complaints
- Flexibility and ability to be involved in a number of disparate projects
- Actively review processes to ensure efficiency
- Thorough approach to tasks
- Ability to exercise creativity within the general framework of recognised procedures

JUDGEMENT AND DECISIONS

- Routine decisions on aspects of work and providing advice to the other members of Planning Strategy and Development Management

Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

CONTACTS

- Members of the Council
- Members and staff of other local authorities/partner agencies, including senior officers
- Developers and Agents
- Parish and Town Councils

Contact required in respect of service delivery issues which may not be straightforward and that require the provision of advice and guidance and/or the initiation of action

RESOURCES

Responsible for the proper use and safekeeping of office equipment

TRAVEL DESIGNATION

Mileage travelled on Council business will be reimbursed at the HMRC rate in accordance with the Council's Travel and Subsistence Policy.

MISCELLANEOUS

- The position may require work outside of standard office hours

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.