

Job Profile

S106 and Infrastructure Manager

Overview	
Post No.	
Grade	8
Directorate	Deputy Chief Executive
Service Area	Planning and Sustainable Economy
Team	Planning and Sustainable Economy
Reporting to	Assistant Director for Planning & Sustainable Economy

The Job
<p>Through the application of detailed understanding of developer contributions (such as Section 106 agreements), infrastructure delivery and leadership skills, make a significant and planned contribution to the growth of the district by ensuring that development is supported by necessary new infrastructure.</p> <p>To provide supervision and direction to a small team of specialist officers to discharge the Council's statutory duties in relation to developer contributions and to act as the authority's lead professional adviser on such matters.</p> <p>To manage and deliver good governance, policy and practice to secure the negotiation, timely receipt and proactive release/use of developer contributions from development across the district to ensure growth is supported by the necessary infrastructure.</p> <p>Lead on development of an up-to-date Infrastructure Delivery Plan (IDP) for the district that plans for positive growth, is aligned with other key strategies, and that it is prepared and reviewed through the engagement and involvement of town and parish councils, communities and key partners to assist in the delivery of the Council's corporate objectives.</p> <p>To represent and promote the Council at a local, regional, and national level including lobbying for, bidding for and helping coordinate investment and funding into the district to deliver the infrastructure needed to deliver the District Plan and Sustainability objectives.</p> <p>To educate and engage with stakeholders (including Town and Parish Councils) on the use of S106 monies held and monitor the progress in delivering S106 funded projects. To act as the primary contact for stakeholders and provide technical expertise and advice on such matters.</p> <p>Working with responsible services internally and externally, in association with Finance colleagues, to ensure accurate and transparent accounting practices and tracking of developer contributions.</p> <p>To oversee the monitoring and statutory reporting of developer contributions and ensure r programmes, projects, outcomes and impacts are reported to the senior leadership team and elected Members on a regular basis. Manage the production of statutory reports such as the Infrastructure Funding Statement.</p> <p>To proactively promote the use of developer contributions and forge the link between growth and infrastructure delivery, including improving transparency of information held and</p> <p>To proactively explore opportunities to generate income for the Council and deliver infrastructure through innovative and creative partnerships with the public sector, private sector and other agencies.</p>

Generic Accountabilities of the Role

1. Be accountable for securing, collecting, monitoring, statutory reporting and management of the council's developer contribution monies, using the Council's monitoring system (Exacom), working closely with multiple services to deliver the infrastructure that the district needs.
2. Be the principal advisor on S106 governance and provide technical advice to Development Management and other internal colleagues.
3. Be accountable for formulating infrastructure policy and guidance through the Local Plan and other mechanisms, including liaison with infrastructure providers to determine future infrastructure needs to accommodate planned growth and reporting in the Infrastructure Delivery Plan.
4. Support the Assistant Director for Planning & Sustainable Economy to develop and maintain a high performing professional team responsible for securing, managing developer contributions and infrastructure requirements.
5. Lead on proactive sharing of data and intelligence that is easily accessed and applied by multiple services including Town and Parish Councils and West Sussex County Council and external stakeholders, which includes ownership and promotion of the Exacom system and related mapping and monitoring tools.
6. Lead on ensuring that accountable services produce operational delivery plans and programmes which specify outcomes, resource requirements, appropriate performance measures and impact metrics and report on these as required.
7. Oversee the development, coordination and enhancement of the Council's corporate governance approach to developer contributions, to include regular review, monitoring and reporting.
8. To ensure the negotiation, collection, release and reporting of developer contributions is in accordance with legal requirements, national policy and best practice and lead on responses to Government consultations on such matters.
9. Responsible for establishing, developing and keeping under review the structures, procedures and working methods to ensure an integrated, effective and efficient approach to the delivery of services and to maximise the use of new technology to both improve services and generate efficiency savings.

Other Duties

- Responsible, under delegated authority, for the preparation and management/oversight of developer contributions collection and expenditure ensuring compliance with all relevant internal and external regulations, the achievement of value for money and the management of any financial risks.

- Actively manage income opportunities with a view to effective resourcing of key activities, and where opportunity exists with the objective of providing a self-funding/full cost recovery service.
- Line manage a team of developer contributions and infrastructure specialists, including any occasional external consultants and have oversight of implementation work directly pursuant to infrastructure projects.
- To take the lead role in ensuring policy and project compliance with corporate and Council procedures, and best practice information and guidance.
- The grade for this post is determined by Job Evaluation.

Professional and Personal Attributes	
Qualifications Educational and Professional	Full membership of the RTPi or working towards full membership (Desirable), project management qualification (Desirable)
Knowledge	<p>Understanding of local authority best practice accounting and budgeting and current issues in local authority finance generally (Desirable)</p> <p>Sound working knowledge of Microsoft Excel and Word and a computerised General Ledger (Essential)</p> <p>Sound working knowledge in using Microsoft Office 365 (Essential)</p> <p>Working knowledge of Exacom or similar S106/contribution monitoring software (Essential)</p> <p>Knowledge of S106/developer contribution process from start to finish (Essential)</p>
Experience	<p>Experience in a Local Authority Planning Department or planning consultancy (Essential)</p> <p>Broad experience of development delivery (Essential)</p> <p>Experience of Planning Policy/Local Plan related work, including giving evidence at public inquiries/hearings (Desirable)</p>
Political Skills	<p>To have a practical understanding of the tiers of government, as well as ability to interact with Members across all tiers of local government, attend public meetings including Council meetings, commercial and community partners (Essential)</p> <p>Able to act with political intelligence and demonstrate local government expertise to advise Council representatives involved in political, community and public forums (Essential)</p>

Personal Behaviors	<p>A leader and team player who is able to develop effective working relationships (Essential)</p> <p>Able and willing to manage multiple tasks simultaneously (Essential)</p> <p>Positive, able to propose and deal with change, solutions-focused, self-confident and accurate (Essential)</p> <p>Understand and articulate complex topics whilst shaping communications to appropriate audience (Essential)</p> <p>Ability to assimilate and analyse complex data. (Essential)</p> <p>Confident in communicating to all tiers of the authority (Essential)</p> <p>Presentation/public speaking skills including internal and external meetings involving a broad spectrum of disciplines. (Essential)</p>
Other	<p>Ability to work effectively to deadlines with the minimum of supervision and proven initiative (Essential)</p> <p>Able and willing to work by thoroughly researching and providing supporting documentation (Essential)</p> <p>A genuine interest in achieving professional excellence in all aspects of the work (Essential)</p>

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not meant to be a detailed list of all duties and responsibilities which may be required. It will be supplemented and further defined by objectives set at appropriate times, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.