

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Enforcement & Monitoring Officer (Developer Contributions)

**Section 106, Community Infrastructure Levy and Building
Safety Levy**

Planning, Place and Economy Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



Purpose and impact:

1. To regulate and control, built development and land use in the light of Government and local planning policies, building control and other material considerations, including control over design and layout of the built environment.
2. To be responsible for monitoring development being carried out on-site and for monitoring compliance with planning conditions and building regulations as a result of any approval under the relevant legislation and ensuring that development is being carried out in accordance with the approved plans and details. To undertake enforcement action in the event of non-compliance.
3. To be responsible for monitoring, collecting, distributing and enforcing S106 planning obligations and any payments made under the community infrastructure levy and building safety levy regulations. To undertake enforcement action in the event of non-compliance.
4. To actively contribute and promote the highest professional standards in planning/building control across all Council activities and provide an efficient, fair and high-quality development management service.
5. To assist the Head of Enforcement and Monitoring in helping to build and maintain a flexible and resilient team to deliver service objectives and improvements by contributing effectively to the delivery of team, service, divisional and council priorities, objectives, and targets.
6. To maintain a customer orientated approach including fostering good relations and communicating important matters relating to planning with Councillors and local bodies, including Parish/Town Councils and Amenity Societies.

Accountable to:

This role is accountable to the Principal Enforcement and Monitoring Officer (Developer Contributions). The role sits within the Planning Enforcement and Monitoring team in Planning and the Place and Economy Directorate in West Northamptonshire Council.

Responsibilities:

1. To monitor the implementation of any approval under planning legislation (including trees) to ensure compliance with conditions and approved plans. Advise developers/property owners immediately of cases where there is non-compliance to secure compliance, or remedial action if appropriate, as quickly as possible. To write reports relevant to the case being monitored and present as necessary to Council Committees.
2. To monitor temporary permissions and seek further applications upon expiry where appropriate.
3. To monitor, collect, distribute and enforce S106 planning obligations and any payments made under the community infrastructure levy regulations and building safety levy.
4. To work independently on a full range of S106 agreements, CIL, building safety levy and other developer contributions work including responsibility for high profile cases, working to identifiable

deadlines in a manner that is consistent with meeting corporate targets and objectives that require minimal input or correction from the Principal Officer (Developer Contributions).

5. To provide advice on developer contribution enquires either by telephone, email, in writing or in person from developers, agents, solicitors and from the public.
6. To liaise with legal representatives and presentation of evidence on behalf of the Council in Court.
7. To carry out site visits & inspections, analyse planning/building control history, carry out consultations, assess and draft recommendations in reports and engage in written & verbal correspondence with applicants and other third parties as necessary.
8. To liaise, communicate and meet with applicants, agents, Councillors, members of the Public, Parish/Town Councils and any other stakeholders as necessary to discuss and negotiate on planning, enforcement and development monitoring matters.
9. To compile and update a record of sites where development is taking place as the basis for monitoring the implementation of planning permissions and checking for compliance with conditions, approved plans, S106 planning obligations, community infrastructure levy payments and building safety levy payments.
10. To be acquainted with the various Acts relating to the Council's statutory responsibilities with regard to planning and building control matters, including the relevant legislation, orders, circulars and policies. Keeping abreast of changes in such legislation and Government advice and making the necessary changes to practices and procedures arising there from.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Good organisational skills and ability to prioritise, plan, co-ordinate and review own work in addition to the work of others, ensuring accuracy and timeliness in a pressurised environment.	Essential	A & I
Good presentation and communication skills, verbally, in writing and to public forums. Able to communicate in a clear, structured and readily understood manner.	Essential	A & I
Familiarity with financial processes such as invoicing, payment tracking and reconciliation	Essential	A & I
Understanding and awareness of political issues involved in planning and working with elected members	Desirable	A & I

Problem-solving, numerate and literate with the ability to analyse planning/building control issues and legal texts, interpreting appropriately and correctly	Essential	A & I
Ability to read and interpret maps, plans and technical drawings and to use specialist geographical information systems/planning software.	Essential	A & I
Ability to negotiate robustly and communicate effectively.	Essential	A & I
Adaptive, progressive, innovative and flexible in approach to work and working practices and willing to undertake a range of tasks for the effective running of the department. Embraces a culture of continuous improvement.	Essential	A & I
A customer focused approach.	Essential	A & I
Able and willing to travel to and from work from other locations and partner sites.	Essential	A & I
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A & I
Knowledge:	Essential / Desirable	Measured by
A good working knowledge and understanding of the planning system, Building Control system and legislation.	Essential	A & I
Thorough knowledge and understanding of English planning/building control legislation, case law and policy, planning/building control techniques and the development management and enforcement process (including S106 and the community infrastructure levy).	Desirable	A & I
Knowledge of the development process.	Essential	A & I
Knowledge of planning case law and policy, planning/building control techniques and the development management process (including S106, the community infrastructure levy and building safety levy).	Desirable	A & I
Relevant experience:	Essential / Desirable	Measured by
Experience working in an office-based environment	Essential	A & I
Experience in planning enforcement, planning, building control, accountancy and/or legal capacity	Desirable	A & I
Experience in administrative roles (preferably within a local authority or public sector)	Essential	A & I
Experience in the building industry with a sound financial administrative skill set	Essential	A & I
Depth and range of practical experience that demonstrates the ability to deal with monitoring planning approvals, building control applications, S106 obligations and community infrastructure levy payments and building safety levy payments.	Desirable	A & I
Understanding of planning or building control procedures and regulatory frameworks.	Desirable	A & I
Experience in the use of DEF or similar planning/building control software systems.	Desirable	A & I
Education, training and work qualifications:	Essential / Desirable	Measured by

5 GCSEs (or equivalent) including Maths and English at Grade 5/ Grade C or above.	Essential	A & I
An academic qualification related planning/building control, the built environment, law or accountancy.	Desirable	A & I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	37	Primary work base:	The Forum, Towcester
Job family band:	Regulatory and Technical Band 6	Worker type:	Part-flexible
Salary range:	£34,203 - £37,067	Budget responsibility:	No budget responsibility
People management responsibility:	No requirement		

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T		We are honest, fair, transparent and accountable. We can be trusted to do what Trust we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”

Should you require this document in another format or language, please contact:
Careers@westnorthants.gov.uk

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

