

**WHERE
CAREERS
THRIVE**

**When potential
is unlocked,
talent *thrives***



**West
Northamptonshire
Council**

Senior Enforcement and Monitoring Officer (Developer Contributions)

Service, 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.



**West
Northamptonshire
Council**

Purpose and impact:

1. To implement the Council's place shaping agenda and its objective to be positive and proactive in terms of supporting the best development within West Northamptonshire.
2. To support the Principal Enforcement and Monitoring Officer (Developer Contributions) for the provision of appropriate and timely advice on all matters relating to Developer Contributions.
3. To support the Principal Enforcement and Monitoring Officer (Developer Contributions) in the monitoring, collection, distribution and enforcement of S106 planning obligations and any payments made under the community infrastructure levy regulations. To undertake planning enforcement action in the event of non-compliance.
4. To support the Principal Enforcement and Monitoring Officer (Developer Contributions) 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.
5. 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:

Principal Enforcement and Monitoring Officer (Developer Contributions)

Responsibilities:

1. To support the Principal Enforcement and Monitoring Officer (Developer Contributions) with direct line management responsibility for the Enforcement and Monitoring Officers (Developer Contributions), including mentoring and training of junior officers.
2. To make a proactive contribution to the effective delivery of the Planning Service, this will include working flexibly and positively to achieve the objectives of the council.
3. To deliver excellent customer service in every interaction for all internal and external customers, including Councillors.
4. To support timely responses to customer, MP and Councillor complaints and feedback to ensure the Planning Service is consistently meeting corporate service standards.
5. To support the regular entry of data into DEF and our IT systems to ensure the Planning Service is consistently meeting, and exceeding, its statutory and corporate responsibilities and demonstrating best practice. This includes those systems required to support the Council's S106 and CIL governance arrangements for collection, expenditure and review.
6. To monitor Section 106 agreements, working alongside legal colleagues where required, ensuring that payments are collected on time and that secured funding is allocated to the appropriate person / body in order that the planning obligations can be completed.

7. To determine CIL liabilities, including any surcharges due, in accordance with the Regulations, including processing and issuing relevant notices up to and including Liability Notices.
8. To keep accurate records of CIL notices, decisions and the status of schemes to ensure compliance with CIL requirements.
9. To provide timely management information, reporting and accurate statutory statistical returns as required, including projected S106 Agreement and CIL incomes and expenditures.
10. To analyse and interpret data relating to developer contributions. To present this in various formats to facilitate expenditure decisions, review, planning, monitoring and intervention.
11. To manage financial payments, working with finance colleagues as required, to ensure that payments are properly accounted for and transferred for expenditure as appropriate.
12. To support the corporate governance process for spending West Northamptonshire Council's CIL and strategic S106 funds in accordance with the relevant legislative framework and strategic objectives.
13. To input into the formulation of planning policies relating to developer contributions and to provide support, advice and examples of best practice to the Planning Policy team where required.
14. To support the Assistant Director and Head of Service with aspects of process improvement and systems review where needed.
15. To support the Assistant Director and Head of Service with the delivery of aspects of the Planning Service's Communications and Engagement Strategy where required.
16. To support the Assistant Director and Head of Service with Member training, Parish and Town Council training and staff CPD programmes as required.
17. To follow, at all times, all planning and other legislation such as Data Protection - GDPR, Freedom of Information (FOI) and Health & Safety at work.
18. To undertake any other duties commensurate with the general level of responsibility of this post.
19. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
20. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
21. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

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
Displays a positive, 'can do', proactive and supportive attitude in a team environment	E	A/I
Consistently strives for continuous improvement and excellence	E	A/I
Strong interpersonal and team building skills	E	A/I
Time/priority management: high level of proficiency	E	A/I
Ability to work under pressure, handle stress and to deadlines	E	A/I
Displays good attention to detail and accurate research skills	E	A/I
Excellent negotiation skills	E	A/I
Verbal: excellent level of professional ability; exhibits a clear & comprehensible verbal style	E	A/I
Self-awareness: Ability to communicate and display consistent professional conduct with a wide range of people, in person, by telephone and email	E	A/I
Writing: excellent level of professional ability; exhibits a clear & comprehensible writing style in line with Plain English principles	E	A/I
General IT skills: intermediate keyboard/typing skills, use of Windows, word- processing and email	E	A/I
Specialist IT skills: DEF MasterGov or other planning related system, QGIS or other mapping software, Microsoft Office packages, such as Outlook, Excel, PowerPoint, etc., ERP Gold (or other finance/HR system) & any other system used within the service or Council (Essential)	D	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.	E	A/I

Knowledge:	Essential / Desirable	Measured by
Excellent knowledge of working effectively in a political environment with a wide range of stakeholders	E	A/I
Thorough knowledge and understanding of planning legislation, case law and policy, planning techniques and the development	E	A/I

management and enforcement process (including S106 and the community infrastructure levy).		
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Relevant experience:	Essential / Desirable	Measured by
Minimum of 2 years' experience working on the management of S106 Agreements and CIL Administration.	E	A/I
Experience of working with and developing databases and/ or with financial management software.	E	A/I
Experience of presenting reports to Planning Committee (or equivalent), senior management and Member Committees.	E	A/I
Line management, supervision and mentoring experience	D	A/I

Education, training and work qualifications:	Essential / Desirable	Measured by
Planning or related qualification; or equivalent relevant experience in a financial or legal capacity.	E	A/I/D
Corporate membership of the Royal Town Planning Institute or equivalent professional body, or evidence of relevant continued professional development.	D	A/I/D

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.

Additional pre-employment checks specific to this role include:

A valid driving license is required. Evidence will be requested.

Day-to-day in the role:

Hours:	37	Primary work base:	The Forum, Towcester & WFH
Job family band:	Band 07	Worker type:	Fixed Part Flexible
Salary range:	£38,234 to £40,778	Budget responsibility:	£nil
People management responsibility:	NO		

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	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what 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.

