

Job Description

Job Title: Developer Funding Project Compliance Lead

POSCODE: CCC2890

Grade: P1 (£39,548 - £42,248)

Overall purpose of the job

The purpose of this post is to work with County Council services and with partners to ensure that section 106-funded projects are delivered within the required specifications and timescales. The post will also record and maintain accurate evidence of project outcomes. The post will collate important project completion data and financial data, which will feed into strategic planning and reporting. This will have a direct impact towards the corporate outcome of efficiently and effectively delivering services and infrastructure to Cambridgeshire's communities.

Main accountabilities

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1.	Project compliance and finance - Identify new developer funding income and effectively communicate this to project delivery teams and partners. Provide the relevant budget information to enable services to draw down funds. - Ensure that project managers are clear about the purpose and parameters of the funding, and that any specifications are complied with. - Ensure that funds are used efficiently within the spending deadlines. This will require regular reviews of the project progress. - Collaborate with internal and external partners to implement processes that will support the timely spending of available funds. - Where funds cannot be allocated as required, escalate to the Developer Funding Manager to explore the possibility of re-purposing the funds.
2.	Collate and store project evidence - Implement the team's new project compliance procedure to ensure that evidence of project delivery, completion dates and project outcomes are recorded. - Upload project data to the section 106 database, and collate data as requested including requests from FOIs, project managers, developers, city/district council officers, the Developer Funding Manager to inform strategic reports, etc.
3.	Change management - Support the Developer Funding Manager in rolling out the team's new project compliance procedure using means such as workshops, email circulation and check-ins. - Work with internal and external project managers/partners to instil the new project compliance process, providing support and responding to queries, as required. - Support the Developer Funding Manager in transforming service delivery and in delivering efficiencies through effective programmes and procedures.
4.	Partnership Working Promote and maintain a culture of collaborative and consultative way of working

	between services and external partners to maximize efficiency and effectiveness in relation to funding, but also maximizing use of resources to deliver corporate priorities; • Provide support in negotiating, securing and managing effective partnership arrangements in order to ensure joined up working. • Support the Developer Funding Manager in delivering team objectives and team KPIs, as requested. • Support the Developer Funding Manager with Community Infrastructure (CIL) tasks as requested (CIL being an additional developer funding source that can support delivering infrastructure across Cambridgeshire). • Assist other teammates where requested, to help achieve team objectives and to meet team deadlines. This could include, for example confirming with County officers that developer 'works-in-kind' (non-financial s106 obligations) have been delivered to a satisfactory level, or uploading new s106 agreements to Exacom database, etc.
5.	Risk management • Contribute to the overall management of risk, by implementing risk-management processes as provided in the team's Risk Log. • Monitor and report project funds to the Developer Funding Manager that are at risk of being clawed back by developers.
6.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
7.	Contribute to our organisational commitment to becoming a Net Zero organisation by 2030, by ensuring that funding for schemes directly complementing the Net Zero target is correctly applied, such as active travel schemes, travel plans and bus service provision
8.	Contribute to the County Council's corporate outcome by encouraging project compliance and minimising the return of funds to developers. This will in turn demonstrate that funds are being spent responsibly to deliver outcomes for Cambridgeshire's communities.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
A relevant Bachelors degree or equivalent experience	Such as a degree in business management, business analytics, project management, town planning, or finance and accounting	Essential
Other qualification or certificate	Such as a certificate in business management certificate, PRINCE 2 project management certificate, planning certificate, or AAT certificate	Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge		
Planning legislation and processes	General knowledge of planning legislation and processes, and particularly the role of different local authorities.	Essential
Developer funding principals and legislation	Understanding of Section 106 and Community Infrastructure Levy, and related legislation	Essential
Growth and planning	Good level of knowledge and understanding of the issues surrounding growth and development in Cambridgeshire	Desirable
Project coordination	Significant knowledge of tools and process to enable the successful coordination of numerous projects, concurrently	Essential
Project management	Good understanding and knowledge of project management tools and techniques	Essential
Risk management	Ability to implement processes to mitigate risks and processes to address risks	Essential
Funding sources and practices	Knowledge of developer funding types and how these are applied to support project delivery in local government	Essential
Budget management	Knowledge of project accounting and budget management, as well as delivering auditing processes	Essential
Skills		
IT	General competence and knowledge / experience of Microsoft Office software	Essential
Specialised software systems	Experience of developer funding databases such as Exacom, or planning databases	Desirable
Communication Skills	- Excellent communication skills including presentation skills, facilitating meetings, and report writing - Ability to persuade and negotiate well at all levels and across different agencies, services and groups - Strong and effective interpersonal skills in groups, teams and one- to-one situations - Political sensitivity and the ability to manage conflicting priorities - Openly communicates positive messages about Cambridgeshire, the County Council and the service	Essential

Identify	Describe	Essential/ Desirable
	Ability to conduct difficult conversations with good outcomes	
Strategic thinking and analytical skills	- Ability to produce documents that communicate project compliance information, analysis, and findings, which can be used to inform decision-making, track progress, and provide accountability. - Ability to identify problems and employ effective problem-solving skills	Essential
Project coordination & team working	- Ability to lead and motivate others - Ability to plan, manage and prioritise your workload in order to meet deadlines - Ability to produce data to inform project compliance and accountability reporting - Ability to work well independently and as part of a team - Ability to work quickly and to deadlines - Able to think clearly and act quickly, and take personal responsibility for making things happen and achieving desired results - Ability to make sound professional judgements, based on previous experiences	Essential
Experience		
Planning processes	Experience of undertaking work in any stage of the planning process, ideally within a local authority setting	Essential
Developer funding processes	Experience of developing or implementing developer funding policy in a local authority setting, or experience of monitoring triggers, collecting developer funds, or monitoring developer funded projects	Essential
Project coordination	Experience of coordinating a large number of projects that are led by multiple project managers, including external project managers	Essential
Project compliance	Experience in ensuring compliance across a range of projects, including compliance with project delivery timescales	Essential
Budget management	Experience of analysing project budgets and identifying any irregularities requiring escalation	Essential
Partnership working	Experience of multi-agency and multi-disciplinary working with both internal officers, and external partners such as developers and solicitors	Essential
Working in local government	Experience of working in local government, or with local authorities	Desirable
Equality, Diversity and Inclusion	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role	Essential
Net Zero	Ability to contribute towards our commitment of becoming a net zero organisation	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
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