WHERE CAREERS THRIVE

When potential is unlocked, talent *thrives*

West Northamptonshire Council

Enforcement & Monitoring Officer (CIL)

Planning under the Place, Economy and Environment 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:

To be predominately responsible for the administration and monitoring of the Community Infrastructure Levy (CIL) Regulations. To undertake planning enforcement action in the event of non-compliance. You may also be required to monitor, collect, distribute and enforce Section 106 Planning Obligations (s106) and Liabilities made under the Building Safety Levy (BSL) Regulations.

To actively contribute and promote the highest professional standards in planning across all Council activities and provide an efficient, fair, and high-quality development management service. 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. 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) responsible for the direct line management of 6 s106, CIL and BSL Officers. The role sits within Planning Enforcement & Monitoring Team, part of the Place, Economy and Environment Services Directorate in West Northamptonshire Council.

Responsibilities:

1. To be predominately responsible for the administration and monitoring of the CIL Regulations. In addition, potentially responsible for monitoring, collecting, distributing, and enforcing s106 Planning Obligations and Liabilities made under the BSL Regulations.

2. To work independently on a full range of 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).

3. To provide advice on developer contribution enquires either by telephone, email, in writing or in person from developers, agents, solicitors and from the public.

4. To liaise with legal representatives and presentation of evidence on behalf of the Council in Court.

5. To carry out site visits and inspections, analyse planning history, assess and draft recommendations in reports and engage in written and verbal correspondence with applicants and other third parties as necessary.

6. 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.

7. To compile and update a record of sites where development is taking place as the basis for monitoring the implementation of planning permissions and approved plans and checking for compliance of s106 planning obligations, CIL and BSL payments.

8. To be acquainted with the various Acts relating to the Council's statutory responsibilities with regard to planning 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.

9. Use Microsoft 365 and council systems effectively to work efficiently, collaborate with others and manage information safely, including storing, sharing and handling data securely in line with council policies.

10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

11. 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.

Note: Where digital skills are an important part of the role, candidates may be asked to complete a separate task or assessment to demonstrate their ability to use Microsoft 365 and other relevant systems

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.	E	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.	E	A, I
Ability to read and interpret maps, plans and technical drawings and to use specialist geographical information systems/planning software. Problem-solving, numerate and literate with the ability to analyse planning issues and legal texts, interpreting appropriately and correctly.	E	A, I
Understanding and awareness of political issues involved in planning and working with elected members	D	A, I
This is applicable to all roles in WNC: Digital Skills: Working knowledge of Microsoft 365, including Outlook, Teams, Word, Excel, PowerPoint, CoPilot, OneDrive and SharePoint, with the ability and willingness to use these tools confidently and effectively in day-to-day work.	E	A, T, I
This is applicable to all roles in WNC: Information & Data Handling**:** Able to handle information responsibly, store records securely, share data appropriately and follow council policies and procedures on data protection, records management and information security.	E	A, T, I

Knowledge:	Essential / Desirable	Measured by
Thorough knowledge and understanding of English planning legislation, case law and policy, planning techniques and the development management and enforcement process (including s106, CIL and BSL).	E	A, I
Knowledge of planning case law and policy, planning techniques and the development management process (including s106, CIL and BSL).	D	A, I

Relevant experience:	Essential / Desirable	Measured by
Depth and range of practical experience working in an office environment that demonstrates the ability to deal with monitoring planning approvals, s106 obligations CIL and BSL.	E	A, I
Experience in the use of DEF or similar planning software systems.	D	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.	E	A, I
An academic qualification related planning/ the built environment, law, or accountancy.	D	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:

Job family and salary band:	Regulatory and Technical Band 6	**Worker type:**	Part-flexible
People management responsibility:	No requirement	**Budget responsibility:**	£35,335 - £38,291

Current pay scales and other benefits are published on the Jobs and Careers section of West Northamptonshire Council's internet.

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.

WNC values colleagues as individuals and encompasses 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

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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.

West Northamptonshire Council