

EAST CAMBRIDGESHIRE DISTRICT COUNCIL

JOB PROFILE

JOB TITLE: S106 OFFICER	POST NO: PLN065
REPORTS TO: SERVICE DEVELOPMENT AND SUPPORT TEAM LEADER	GRADE: 5
DEPARTMENT: STRATEGIC PLANNING AND DEVELOPMENT CONTROL	
DATE: OCT 2024	

Purpose

To lead on S106 Agreement negotiations, monitoring and spend for the Council, ensuring spend supports the Council's requirements. Negotiate S106 agreements through the planning process and provide day to day management of S106 legal agreements to ensure that the provisions within them are enacted at the correct time, managing incoming funding contributions and associated spend.

Principal Accountabilities

1. Provide consistent advice to colleagues and applicants on S106 obligations, planning applications/pre application enquiries and heads of terms.
2. Negotiate S106 Agreements on behalf of the Council, working with applicants, planning and legal officers and infrastructure providers.
3. Lead the administration, monitoring and enforcement of S106 processes, including the database of heads of terms, charges, allocations and spend.
4. Ensure S106 are reconciled and lead on production of S106 reports and the transfer of S106 funds collected on behalf of other organisations.
5. Monitor the implementation of developments on site to ensure compliance with financial payments and non-financial obligations are correctly discharged
6. Develop and write performance and financial report and returns and assist with audits for committees, finance, other colleagues and Freedom of Information requests
7. Work closely with finance colleagues on the collection and spending of S106 contributions. Pursue unpaid or unspent funds to ensure that funds are spent in accordance with the terms of the Agreement to deliver public benefits.
9. Maintain an up-to-date knowledge of relevant legislation and take a proactive approach to relevant changes, updating colleagues and recommending revised procedure and practices if required.
10. To participate as required, in training and exercises in support of the Council's preparations for responding to civil emergencies.
11. To perform any other duties of a reasonable nature as required by Management

Special Conditions

This is a full-time post. Hours of work are 37 per week.
Full Driving licence and car

Business Travel (Cross) Lease Car Essential User Casual User

Average annual business mileage To be assessed Miles

Pre-employment Checks

Fraud and Corruption Checks DBS - Disclosure