



# S106 Officer

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Post number: PLN066

Grade: Scale 5

Date: May 2025

Service area: Strategic Planning and Development Control Manager

Reports to: Service Development and Technical Support Team Leader

## Job profile

### 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.

### Dimensions

The post holder will report to the Service Development and Technical Support Team Leader.

### Main duties and responsibilities

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.
8. 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.
9. To participate as required, in training and exercises in support of the Council's preparations for responding to civil emergencies.
10. To perform any other duties of a reasonable nature as required by Management

### Special conditions

The post is full time (37 hours) and permanent

Full Driving licence and car

### Pre-employment checks

None

### Business Travel

Casual car user



## Person specification

### Qualifications

Description	Essential or desirable	Assessed through the application form or through the interview
5 GCSE's or equivalent, including English and Maths	Essential	Application
Business Administration qualification or equivalent qualification or experience	Essential	Application

### Experience

Description	Essential or desirable	Assessed through the application form or through the interview
Experience in working in Development Management and or the management of S106 Agreements	Essential	Interview

### Knowledge, skills and abilities

Description	Essential or desirable	Assessed through the application form or through the interview
Knowledge of developer contributions; CIL and S106	Essential	Interview
Proven working knowledge of Microsoft Office and advanced knowledge of Excel and Access	Essential	Interview
The ability to communicate technical information clearly and effectively both verbally and in writing, with a range of stakeholders, colleagues and customers	Essential	Interview



Description	Essential or desirable	Assessed through the application form or through the interview
The ability to negotiate complex legal agreements, monitor and maintain records associated with the delivery of those agreements	Essential	Interview
Methodical approach to work with high levels of accuracy and attention to detail	Essential	Interview
Good organisational skills, and ability to manage multiple deadlines and competing priorities	Essential	Interview
Excellent information management and numeracy skills and ability to produce and collate accurate information and data reports	Essential	Interview
Good overall administrative skills including maintenance and organisation of records and data. Preparation of correspondence, financial management, primary contact for clients for all s106 matters.	Essential	Interview

## Personal Attributes

Description	Essential or desirable	Assessed through the application form or through the interview
Customer focused and committed to providing a quality service.	Essential	Interview
Good interpersonal skills to deal with a range of professional, technical, and non-expert stakeholders and colleagues	Essential	Interview
Capable of independent initiative and creative thinking. Proactive and completes work/tasks fully	Essential	Interview
A self-starter with the ability to get to grips with work quickly and independently	Essential	Interview
A positive flexible approach to work and the ability to work under pressure effectively to meet challenging deadlines and manage competing and changing priorities.	Essential	Interview
Ability to lead on designated projects with minimum supervision	Essential	Interview



Description	Essential or desirable	Assessed through the application form or through the interview
Ability to identify innovative solutions to everyday challenges, continually striving to improve service delivery.	Essential	Interview
Team working	Essential	Interview