



Thurrock Council

Job Profile

Job Title	Principal Planning Officer – Planning Obligations and Major Infrastructure
Grade	G
Directorate	Place
Responsible to	Chief Planning Officer
Last Review Date	August 2024

Job Purpose

To deliver high quality, robust and transparent decision making within tight time frames on the provision and administration of Community Infrastructure levy and Section 106 agreements. The role will act as a professional expert and lead a team administering the S106 agreements (and CIL if implemented), providing a definitive professional service for the Council, creating and applying best practice to the collation, analysis and provision of all types of CIL and S106 related data for a range of internal and external customers and to assist in the delivery of successful outcomes.

Values & Accountabilities

Our Shared Values	1. Together, we hold ourselves to account to get things done. We do this by demonstrating accountability and integrity. 2. Together, we make possible what cannot be achieved alone. We do this by being collaborative and focusing on impact. 3. Together, we will listen and act to continually improve. We do this by being responsive to local people and the issues they raise and adapting our approach to achieve better outcomes.
Corporate Accountabilities	1. To work with colleagues to achieve service plan objectives and targets. 2. To comply with data protection legislation and the council's Information Security Policy, including supporting policies. 3. To be willing and able to work in a flexible and agile way with regard both to hours of work and location of work, including remote and home working, as required, subject to service needs and requirements. 4. To participate in performance development, talent reviews and one-to-ones and to contribute to the identification of your own and team development needs and goals. 5. To actively promote and comply with the council's diversity and equality policies.

	6. To ensure full compliance with the Health and Safety at Work Act 1974 etc., the council's Health and Safety Policy and all locally agreed safe methods of work. 7. To fully understand and be aware of the commitment to Section 17 'Duty of the Crime and Disorder Act 1998 to prevent crime and disorder'. 8. At the discretion of the senior management, to undertake other activities as, from time to time, may be agreed consistent with the grade and nature of the role. To undertake and maintain relevant mandatory training in line with legislation.
Key Service Accountabilities	1. To lead on, and take personal responsibility for, the full range of CIL and S106 work. Workload to include the collection and analysis of CIL and S106 information, to lead in the preparation of CIL charging schedules, annual reporting, and internal reporting as required, to include monitoring of performance against agreed measures. 2. To oversee the management and monitoring of S106 Agreements and the Community Infrastructure Levy. To assist in the production of policy and guidance notes and advice on a range of matters within their remit. Ensuring it is effectively and efficiently carried out to identifiable deadlines in a manner which is successful in meeting corporate targets and objectives. 3. Is proactive in identifying issues and proposing improvements within the context of current and future service requirements in order to continually deliver high quality, customer focused planning services to customers and managers. 4. To manage and maintain a system for the management and monitoring of both S106 and CIL monies. 5. Co-ordinate with development management and other sections of the Council to enable the smooth running of the S106 and CIL to include its collection and subsequent allocation for spending. 6. To take the lead on implementing identified agreed projects to deliver organisational objectives, continual improvements and efficiencies in ensuring a high-quality customer focused service. 7. To ensure that all policy and best practice and committee reports, and correspondence, are well written and accurate and set out coherent and robust recommendations based on the Council's policies and other material considerations. 8. Coach and facilitate the acquisition and development of skills and knowledge in others so that they are better equipped to be self-reliant in dealing with technical and people issues. 9. Present to the appropriate Committee and other internal and public meetings on complex and/or controversial CIL/S106 related planning matters in a clear and concise manner including providing professional advice to Members. 10. To provide advice and guidance on complex or high-risk issues particularly where precedent is less readily available including that of new legislation and initiatives relating to technical, operational and contractual aspects pertaining to the areas of responsibility set out above. 11. To ensure key performance indicators, targets and customer service standards are fully up to date using service wide

electronic recording and monitoring systems and that proactive action is taken to ensure that those performance indicators, targets and standards are met.

12. To assist as required with the management of budgets, including ensuring that all necessary processes and procedures are carried out in a timely and effective way.
13. To initiate, participate in and take the management lead on matters relating to compliance and enforcement matters taking responsibility for effective negotiation and conflict resolution to ensure high quality innovative outcomes that reflect Council-wide objectives and policies.
14. Demonstrate an ability to build and develop strong working relationships both inside and outside the service in order to deliver departmental and corporate objectives and to mitigate risk and to be an ambassador for the planning function in these interactions.
15. To ensure that the Borough Council can successfully influence the planning process to secure policy compliant planning decisions which deliver the correct level of developer funded infrastructure in response to the relevant stages of the NSIP process.
16. To shape and influence significant growth projects to ensure that they positively contribute to the local community in the short, medium, and longer term.
17. To be responsible for collating and delivering communications to stakeholders as part of any form of Development Consent Order and where appropriate to support the delivery of community consortiums.
18. To have a comprehensive knowledge of legislative, policy, and procedural frameworks across the Planning function with a demonstrable understanding of the Environmental Impact Assessment Regulations, major developments, and the ability to maximise community benefits.
19. To have experience in contributing to the delivery of energy sector related developments and associated supply chain activity
20. To represent the Planning Service and/or the Council at external councillor and/or officer meetings including (but not exhaustive) Planning Committee, Planning Consultation Group and to be the Council's expert witness at Public Inquiries relating to major developments managed by the Local Planning Authority and for NSIPs as a statutory consultee.
21. To develop / assist in the development of policies, guidelines and procedures on planning matters associated with NSIPs and related supply chain activity.
22. To keep up to date with legislative changes and undertake the training and development of both staff and Members, including sourcing relevant external courses, undertaking preparatory work and delivering confidently.
23. To engage and manage relationships with a host of relevant colleagues, consultees and stakeholders including community groups to ensure transparency of decision making and engagement with third parties in a timely manner.



Person Specification

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Directorate	Place

Information for Applicants

The person specification provides an outline of the experience, skills, and abilities we expect the successful applicant to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you meet the requirements.

Method of testing	Weighting
1 = application form	1 = low importance
2 = interview	2 = medium importance
3 = assessment tests	3 = high importance

Disabled people will be offered an interview where they meet the essential requirements alone.

Requirements for this Job

Key competencies and behaviours	Method of testing	Weighting
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1a. Skills and abilities – essential		
	1/2/3	1/2/3
Comprehensive knowledge and understanding of Planning legislation, policy guidance and circulars, practice and case law and the ability to apply that knowledge to the application of S106 and Community Infrastructure Levy, delivering a responsive, high-quality service.	1,2	3
Maintains an up-to-date knowledge of relevant legislation and national policy and guidance and takes a proactive approach to relevant changes in these, recommending revised procedures and practices and managing the implementation of those revisions.	1,2	3

Knowledge and understanding of performance management and staff development and the ability to apply that knowledge to setting challenging targets for yourself and team members to ensure optimum service delivery.	1,2	3
Experience of planning commensurate with the duties of a Senior Planner including negotiation with applicants and giving evidence at public local enquiries, hearings, tribunals or similar.	1,2	3
Experience of managing S106 and/or CIL data administration systems to meet the everyday needs of a busy planning service	1,2	3
Proven experience of providing creative solutions to problem solving and demonstrating a “can-do” attitude to improvements in service delivery including solutions involving the provision of complex data.	1,2	3
Proven experience of providing creative solutions to problem solving and demonstrating a “can-do” attitude to improvements in service delivery including solutions involving the provision of complex data.	1,2	3
Experience of NSIPs	1,2	3
Membership or working towards membership of an appropriate professional body, e.g., Royal Town Planning Institute (RTPI).	1,2	3
1a. Skills and abilities – desirable		
N/A		
2a. Special knowledge – essential		
N/A		
2b. Special knowledge – desirable		
N/A		
3a. Experience – essential		
N/A		
3b. Experience – desirable		
N/A		
4a. Other requirements – essential		
To behave in accordance with our values.	1/2	3
Commitment to the principles of agile working including the ability to work flexibly with regards to both hours of work and location of work including remote and home working as required.	1/2	3
4b. Other requirements – desirable		
N/A		

5a. Equalities – essential		
Understanding of and commitment to principles of equality and diversity and compliance with Thurrock Council policies.	1/2	3
5b. Equalities – desirable		
N/A		

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Recruitment safeguarding	Requirement
Will the post holder have substantial unsupervised access to children or vulnerable adults?	No – use standard recruitment process
Is a Disclosure and Barring Service (DBS) check required for this post? Read the Recruitment and Selection Policy for guidance.	No – Not required