

Job Description

Job Title	Section 106 Project Officer
Directorate	City Development
Service Area	Planning & Building Control
Grade	Grade 8
Competency Level	2
Salary	£44,711 - £49,764
Job Type	Hybrid
Location	Citywide
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	

Job Purpose

To develop, implement, manage and be accountable for an effective S106 / CIL payment monitoring system.

To lead in the analysis of quantitative and qualitative data and the production of associated reports.

To co-ordinate proposals for S106 funding and present to S106 Sub-Committee for decision.

Directly Responsible For:

Section 106 Officer

Directly Responsible To:

Head of Development Management and Major Projects

Main Areas of Responsibility:

- Act as the lead professional expert in the council for S106 / CIL and be the main contact for all stakeholders and partners
- Lead on the implementation of the Council's S106 / CIL system to ensure the effective processing, collection and distribution of S106 / CIL monies
- Lead on the accurate review of data and ensure this is maintained in the relevant database
- Ensure accurate and timely financial records are maintained, in conjunction with Finance team
- Ensure accurate and up-to-date information is available for invoices to be raised and followed up
- Lead the S106 Officer Working group to ensure detailed and accurate reports presenting potential projects for funding are drafted and presented to S106 Sub-Committee
- Lead on progressing invoicing and progressing any debt recovery with the legal team, including monitoring for triggers for payments by liaising with key parties and visiting sites
- Take a lead role in inputting into current review of the S106 processes
- Lead on the production, approval and publication of the annual IFS
- Maintain records relating to viability assessments submitted to the council as part of development proposals
- Respond to S106 / CIL related enquiries, including FOI's

- Input in the review of Local Plan viability assessment work
- Note that should LCC introduce CIL, this role would be responsible for leading on the implementation of all aspects of CIL as well as S106

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Include details of the value of budget/financial responsibility and what this budget should be use for

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- Mainly desk based, with site visits approximately once / month

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.



Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Degree in Planning or related discipline (A)

Desirable

- Membership of relevant institution eg RTPI, RICS
- Training / qualification in IT related discipline
- Management training

Experience

Essential

- Extensive experience in relevant discipline (A/I)
- Experience of financial management or working with numerical data (A/I)
- Experience of project management (A/I)
- Good working knowledge of S106 / CIL regulations and processes (A/I)
- Experience of working in public sector including political engagement (A/I)
- Experience of working with a range of partners to deliver outcomes (A/I)
- Experience of communicating and explaining complex matters verbally and in writing, in a clear and concise manner, to a range of audiences (A/I)
- Experience of working in a busy and dynamic working environment (A/I)

- Experience of working on high profile issues (A/I)

Desirable

- Experience of leading a team

Skills/Abilities

Essential

- Demonstrated ability to use a range of software to monitor and interrogate data (A/I)
- Excellent statistical, numerical and analytical skills (A/I)
- Ability to manage demanding workload of varied workstreams with competing deadlines under pressure (A/I)
- Ability to organise and prioritise workloads in a dynamic working environment (A/I)
- Excellent verbal and written skills, including report-writing, preparing presentations and verbally presenting information / proposals (A/I)
- Ability to negotiate and establish good working relationships with internal and external partners including Finance/ Legal / Debt recovery and project delivery teams (A/I)
- Ability to explain S106 / CIL process and positions in writing / reports and in-person meetings with colleagues including senior management, Cabinet members / S106 Sub-Committee sensitively and with confidence (A/I)
- Ability to use own initiative and suggest recommendations or solutions to problems (A/I)

Desirable

- Ability to manage team, achieving agreed outputs
- Ability to make effective decisions and be able to support those decisions with effective argument and understanding

Commitment

Essential

- Commitment to providing open, transparent and clear information (A/I)
- Commitment to deliver agreed outcomes to deadlines (A/I)
- Commitment to openness and honesty (A/I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Ability to attend some meetings during the evening

