

Job Description

Job Title	Team Leader Infrastructure Team
Directorate	City Development
Service Area	Planning & Building Control
Grade	10
Competency Level	2
Salary	£56,673 - £62,580
Job Type	Hybrid
Location	Citywide
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	

Job Purpose

To lead on the management of S106 and CIL contributions including scrutiny of and making recommendations on project proposals, recommending resource allocation and monitoring delivery. To lead on providing expert viability advice, guidance, challenge and support. To champion the customer in the service to achieve a modern, customer focussed, business friendly service.

Directly Responsible For:

Infrastructure Team

Directly Responsible To:

Head of Service

Main Areas of Responsibility:

- To manage and lead the CIL/S106 function. This includes business process reengineering and adopting innovative approaches to business improvement
- Lead the teamwork programme in relation to S106/CIL income and expenditure
- Ensure the Infrastructure Funding Statements (IFS) are produced and published on time
- Be responsible for leading any introduction and management of the Community Infrastructure Levy (CIL)
- Identify and manage risk effectively, in accordance with service, directorate and council procedures
- Ensure accurate and up to date records are maintained concerning income and expenditure, utilising databases as appropriate. Ensure such records are reconciled with those across other council services responsible for expenditure and those of the Council's central Finance service
- Ensure there is a systematic and rigorous process in place for the monitoring of and compliance with legal agreements requirements, issuing of invoices and any necessary debt recovery action
- Provide effective and efficient financial management and reporting within the service, directorate, council and to various committees
- Ensure expert viability advice is provided for s106 and CIL matters, either using own expertise or via external consultants

- Provide viability challenge as appropriate. Review and critically assess, test and provide advice on the contents of consultants' Viability Assessments provided at pre-application, planning application and appeal stages
- Procure and manage external consultants as and when required, following Contract Standing Orders
- Provide specific and detailed advice in relation to the production and evolution of the Council's Local Plan and Local Plan reviews, in respect to whole plan and development viability
- Provide detailed, expert advice on the Community Infrastructure Levy (CIL) Charging Schedule, liaise with external consultants and prepare evidence for any Examination in Public
- Act as expert witness at Examination in Public, in relation to a future CIL.
- Provide expert viability advice to internal and external colleagues, delivery partners, the development industry and the public
- To prepare and present reports to council boards and committees on the collection, allocation and spend of s106 and CIL contributions and on viability matters
- Deputise for the Head of Service as required
- Keep abreast of all relevant legislation and technical developments relating to planning, infrastructure planning and the specifics of the CIL Regulations
- Represent the Head of Service at meetings with other services and outside bodies
- Liaise with other Teams or Services to ensure that all of the Service's interests are fully considered
- Deal with enquiries on matters with political or public relations implications
- Deal with FOIs, complaints and enquiries in a timely fashion
- Provide strong performance management by owning and developing service planning, performance measurement ensuring that continuous improvement is delivered. Set appropriate target levels of service

Supervision and Management Responsibility:

- Commitment to managing people well and in line with the Council's People Plan
- Effectively manage the team including setting objectives and managing performance
- Manage, motivate and develop staff within the service. Create a positive learning and working environment through delegation and mentoring
- Initiate and develop strong working relationships, both internally and externally. Ensure that there is effective communication within the team, with other teams in the service and with the management team

Budget and Financial Responsibility:

- Provide strong financial management by owning and developing financial planning, robust financial and budget management ensuring that continuous improvement, value for money and best value are delivered
- Management of the CIL/s106 budget. This includes collecting payments when various planning triggers are met, debt recovery, and the allocation of monies received to the council services responsible for delivery

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 as and when required



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 Property Surveying, Planning or related discipline (A/I)

Desirable

- Membership of relevant institution e.g. RTPI, RICS
- Management qualification

Experience

Essential

- Experience of working in a Local Government setting (A/I)
- Viability assessment experience, either directly or via the use of external consultants (A/I)

Desirable

- Experience of contract management and administration

Skills/Abilities

Essential

- Excellent financial, numerical and analytical skills (A/I)
- Ability to manage a team with a demanding workload of varied workstreams with competing deadlines under pressure to achieve agreed outputs (A/I)
- Ability to negotiate and establish good working relationships with internal and external stakeholders (A/I)
- Ability to explain, with sensitivity and confidence, complex processes and financial information to a range of stakeholders; including Senior Managers, Cabinet Members, Members and Committees; via formal reports and presentations and informally (A/I)
- Ability to use own initiative and suggest recommendations or solutions to problems particularly with respect to service improvement (A/I)
- A commercial mindset to implement programmes in accordance with established programme management principles (A/I)

Desirable

- Use of specific s106 monitoring databases

Commitment

Essential

- Ability to attend some meetings during the evening (A/I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council