



## Job Description

Service:	Development
Job title:	Senior Implementation Officer (Infrastructure Planning)
Grade:	G
Hours of work:	37 hours per week – 2 year contract
Responsible to:	Implementation Team Leader
Responsible for	
Direct reports:	None
Indirect reports:	None
Budget:	n/a

### **Purpose of Post:**

To provide appropriate specialist advice on infrastructure planning and project delivery, to develop infrastructure funding packages, and to provide day to day management of infrastructure projects and related developer contributions through the Council's Community Infrastructure Levy and Section 106 planning obligations. The workload of the team is corporately important and will involve interactions with senior officers and councillors from the Council and other authorities, and representatives from other external organisations and infrastructure delivery partners

### **Key Deliverables:**

1. Implementing the Council's place shaping agenda and its objective to be positive and proactive in terms of allowing the 'right schemes' in the 'right places' at the 'right times'.
2. To provide appropriate expert professional advice, working within the Implementation Team and with others as appropriate into the preparation of infrastructure related statutory and non-statutory policy documents, including Community Infrastructure Levy (CIL) and Section 106 developer contributions, and their supporting evidence bases and consultation and engagements requirements that further the Council's objectives for sustainable spatial and economic growth.
4. To work with colleagues within Planning Services and other parts of the Council to prepare and present specialist evidence at Examinations in Public and in response to appeals and other challenges against the decisions of the Planning Authority.
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6. To work with infrastructure providers and town and parish councils with regard to the development and delivery of strategic and local community infrastructure projects using Community Infrastructure Levy funds and other funding sources.
7. To work to secure external funding towards major projects through working with the Cambridgeshire and Peterborough Combined Authority, the government and its agencies, and other funders as appropriate, and to support the co-ordination of project development work for major growth-related infrastructure, redevelopment, regeneration and related projects across the council and with external partners..
8. To support the Implementation Team Leader, Development Management and Legal Service colleagues, and developers and their agents in the preparation and completion of Section 106 agreements related to site specific development requirements on major sites.
9. Working with the Chief Planning Officer and the Implementation Team Leader in developing the workload of the team, and constructing income generating infrastructure planning and developer contribution packages that may be offered to other councils as part of a shared service or consultancy offer.
10. Assisting in the implementation and use of new information technology packages to ensure that developer contributions are effectively managed and monitored, and developing new approaches to managing and communicating the team's workload to managers, councillors, external parties, and communities as required (including the use of Geographical Information Systems, the council's Uniform / IDOX databases, and the Planning Service's Objective consultation database).
11. Deputising for the Implementation Team Leader as and when required in the management of the Implementation Team's workload, attending internal and



external meetings, and working closely with all team members including the team's role in business management for the Planning Service.

12. Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the section or department.

<p><b>Knowledge and Qualifications</b></p> <p>The minimum knowledge required to undertake this role and any qualifications or training essential for the role</p>	<p>Knowledge of Planning legislation and government planning guidance, including developer contributions and viability.</p> <p>Knowledge of infrastructure planning and project delivery</p> <p>Degree or equivalent qualification in Planning or related subject and eligible for membership of the Royal Town Planning Institute (RTPI) or equivalent professional organisation.</p>
<p><b>Experience</b></p> <p>Experience the person would need to do the job</p>	<p>Experience of working with developer contributions including CIL and S106 planning obligations. (D)</p> <p>Up to date practical experience of preparing complex planning and infrastructure related policy documents with a broad range of project partners and community interests.(D)</p> <p>Practical experience of project management and project delivery</p>
<p><b>Skills and Abilities</b></p> <p>Specific skills the applicant would need to do the job</p>	<p>Good report writing and presentational skills and strong analytical skills</p> <p>Ability to understand and interpret legislation, policy guidance and planning obligations legislation and appropriately advise and negotiate</p> <p>Project management and delivery skills and collaboration</p> <p>The ability and professionalism to be able to justify your decisions and the ability to communicate this process to others.</p> <p>The ability to be accountable for your own workload, including project delivery.</p> <p>The applicant should have the necessary management skills to deputise for the Team Leader when necessary.</p>

<p><b>Decision Making and Impact on Others</b></p> <p>What impact the reasons made by the post holder would have on others across the Council</p>	<p>Makes and communicates clear requirements and decisions</p> <p>Makes effective decisions under time pressure, balancing risks and benefits of various options</p> <p>Takes responsibility for the outcomes and impact of their decisions and those they delegate</p> <p>Incorporates a range of views when making their decisions</p> <p>Considers all relevant information when making decisions</p> <p>Considers diversity issues when making decisions</p> <p>Considers the effects their decisions may have across the wider department and partnerships</p>
<p><b>Communication with Internal and External Customers</b></p> <p>What customers the applicant would be in contact with in the job</p>	<p>Predominantly external customers – high visibility with partners and members of the Council and Town and Parish Council as well as project delivery managers.</p> <p>Focus of this role:</p> <p>Internal customer contact 40%</p> <p>External customer contact 60%</p>
<p><b>Personal Attributes and Other Requirements</b></p> <p>In this section please list any other qualities you are looking for from the applicant</p>	<p>Willing to travel and occasionally work unsocial hours</p> <p>Be a good team worker demonstrating loyalty and commitment to the organisation and team members</p> <p>Is prepared to adapt their approach to overcome obstacles</p> <p>Responds constructively to a change in agenda or priorities</p>
<p><b>HDC values</b></p>	<p>The values outlined below reflect our collective positive attitude and how all</p>



staff is expected to work together as one team.

**Inspiring:** We have genuine pride and passion for public service; doing the best we can for customers matters to us all.

**Collaborative:** We achieve much more by working together, and this allows us to provide the best service for customers.

**Accountable:** We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.

**Respectful:** We respect people's differences and are considerate to their needs.

**Enterprising:** We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.

### **Safeguarding and promoting the welfare of children and young people/vulnerable adults**

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Ability to safeguard and promote the welfare of children and young people/vulnerable adults
- Demonstrates understanding of safeguarding issues
- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults whatever their life circumstances.
- Has a good understanding of the Safeguarding agenda
- Can demonstrate an ability to contribute towards a safe environment
- Is up-to-date with legislation and current events
- Can demonstrate how s/he has promoted 'best practice'
- Shows a personal commitment to safeguarding children