



**LONDON BOROUGH OF MERTON**  
**ENVIRONMENT & REGENERATION DEPARTMENT**  
**JOB DESCRIPTION**

**POST TITLE: Planning Contributions Manager**

**Grade: ME16**

**DIVISION/SECTION: Sustainable Communities – Future Merton**

**Location: Civic Centre**

**Responsible to: Deputy Future Merton Manager**

**Responsible for:**  
**Principal Planning Contributions Officer x 1**  
**Community Infrastructure Levy (CIL) Collection Officer x 2**

**Post number:**                      **Date: March 2019**

**Main Purposes**

1. To devise and deliver strategic policy relating to planning contributions; to effectively and efficiently collect, manage and spend all planning contributions, including Community Infrastructure Levy and Section 106 agreements and to identify and bid for external funding, all in order to optimise infrastructure for the borough.
2. To be responsible for devising and managing comprehensive and robust planning, collection and spending processes to secure multi-million pounds of investment into infrastructure and affordable housing through planning contributions.
3. To manage and be responsible for all administrative, technical, financial and legal procedures associated with all aspects of planning obligations (including Section 106) and Community Infrastructure Levy.

4. To be the lead officer in communicating all aspects of Community Infrastructure Levy and planning obligations to councillors, Directors, external partners and developers.
5. To identify, organise, co-ordinate and submit bids for external funding to government and other bodies to fund all types of infrastructure across Merton, being fully aware of the resource gaps and opportunities across a wide range of services (affordable housing, parks and open spaces, public realm, roads and streets, schools and education, healthcare, police and security, biodiversity, flood risk and other risk management, leisure and sports and any other infrastructure necessary to support development in Merton.
6. To manage a team of professional and technical staff involved in the delivery of the service.
7. To keep up to date with new legislation, technology, and identify opportunities to improve service delivery and maximise income for Merton.
8. To identify, procure, develop, operate and maintain appropriate processes and IT systems for the ongoing co-ordination and monitoring of Community Infrastructure Levy and other planning obligations.
9. To develop the associated performance reporting capabilities and related project management activities to support these processes.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Strategic policy and delivery**

10. To lead on the formulation and delivery of strategic policy for Merton relating to planning obligations, including the identification, preparation, submission, review and delivery of all relevant aspects of Merton's statutory Development Plan and supplementary guidance.
11. To take overall responsibility for setting and implementing the council's Community Infrastructure Levy strategic policy and Charging Schedule (or successive statutory provisions) including leading on inputs to the democratic process to support councillor decision-making, leading on public consultation and the independent examination in public.
12. To be the council's lead officer in interpreting legislation / regulations, government guidance and case law that applies to the strategic policy development, collection processes and procedures and spending of planning obligations and Community Infrastructure Levy to optimise the benefits and minimise legal challenges to Merton.

13. To be the lead specialist, principle point of contact and most senior technical advisor for the Council in all matters relating to CIL, planning obligations, development viability and the delivery of affordable housing through the planning system.
14. To take sole responsibility for representing the Council as expert witness on specific technical planning policy matters at public enquiries as required (e.g. statutory development plans, planning appeals.) This is a quasi-judicial process that can be adversarial with robust cross-examination.
15. To manage all the administrative, technical, financial and legal procedures including monitoring the overall performance of projects funded by Merton's Community Infrastructure Levy or other planning obligations including affordable housing.

### **Management**

16. To manage a team of professional and technical staff directly involved in the delivery of the service including monitoring performance, taking and recommending action as appropriate.
17. To promote the projects and activities of the team to the wider council, its partners and external organisations including the development industry, other public bodies, business organisations and community associations to raise the teams' profile and attract new investment.
18. To manage the undertaking of appropriate site inspections, including on development sites under construction and assessments on completed works to ensure compliance with the relevant legislation and guidance.

### **Communications and negotiation**

19. To develop effective working relationships at a senior level with key agencies and organisations. This includes representing the Council at a senior level at external meetings and leading on Merton's input to external strategies and infrastructure/affordable housing investment.
20. To undertake detailed negotiations with developers, planning applications, Housing Associations and other third party organisations on a range of complex issues relating to working practices and procedures to ensure all aspects relating to the works are completed with minimal disruption to the Network.
21. To lead on the / take part in selection and recruitment of staff including shortlisting and interviewing, and carrying out staff appraisals, career grade reviews, identifying staff training needs and monitoring the effectiveness of training provided.

22. To prepare and manage the preparation of committee and other reports by other members of the team and make recommendations as appropriate, and to ensure that these meet the quality standards required in terms of content and presentation.

### **Infrastructure resources**

23. To develop and maintain a strategic overview of all infrastructure required to support development in Merton, being fully aware of the resource gaps and resource opportunities across a wide range of services (affordable housing, parks and open spaces, public realm, roads and streets, schools and education, healthcare, police and security, biodiversity, flood risk and other risk management, leisure and sports and any other infrastructure necessary to support development in Merton.
24. To operate at a senior level within the council and across London to identify the need for infrastructure, identify and co-ordinate successful funding bids to Merton Council's corporate management team, Cabinet and Council, including identifying match funding from a variety of government, private sector and third sector sources to optimise resource management for the borough.
25. To identify and develop internal and external opportunities for successful funding bids for government, the private sector and third sector to support the infrastructure funding portfolio.

### **Negotiation**

26. To be the lead specialist in negotiating, problem solving, dispute resolution and finding innovative solutions to secure vital infrastructure and affordable housing with developers, land owners, investors, affordable housing providers and their expert advisors.
27. To deal with emotive issues, having strong negotiation skills, managing conflict, making and conveying difficult decisions due to the potential impact of the wide range of topic areas on people's lives and on financial investments into Merton.
28. Develop effective working relationships with councilors, senior management, key agencies, government departments, the Greater London Authority, infrastructure providers, affordable housing providers and other strategic partners. This includes undertaking negotiations to raise the profile of Merton for strategic development matters, representing the Council at external meetings and leading on Merton's input to external strategies and infrastructure funding.
29. To ensure that effective consultation arrangements which are fully compliant with any relevant statutory requirement, are in place to provide a clear and transparent mechanism for individuals and groups to contribute to the strategy development process.

30. To manage tendering and contract procedures for projects within the service area, advise on and agree the appointment of consultants carrying out studies and projects. Final responsibility would ultimately rest with the post holder.
31. To set up, manage, maintain and use processes and IT systems for the planning, programming and co-ordination of all planning obligations including Section 106 contributions and Community Infrastructure Levy, including the longer-term planning process.

#### Liaison and communications

32. To lead the consultation, publication and information dissemination processes for proposed works and activities on the highway dealing with all affected stakeholders both internal and external to the Council.
33. To represent the Council at a senior level on relevant Pan-London working parties and be responsible for the Duty to Co-operate and other statutory requirements into the pan-London and pan-England planning process.
34. To represent the Council at site meetings relating to all aspects of Community infrastructure levy.
35. To contribute and ensure an effective response to civil and other emergencies using skills/expertise relevant to the functions of the post and in accordance with Council emergency procedures.
36. To advise senior officers, elected Members and the public on a range of issues relating to planning obligations including Section 106 agreements and Merton's Community Infrastructure Levy and to respond both orally and in writing to complaints received.

#### **Performance and development**

37. To monitor compliance with the Community Infrastructure Levy regulations and guidance to ensure compliance, to protect the council's reputation for managing its resources efficiently and effectively and maximize the income and resources available to the borough.
38. To develop processes that improve data quality to support the efficient and effective collation and including inputting and maintaining live works data, coordinating data transfers between the Council and work promoters.
39. To respond to Government and industry wide consultations on planning obligations, Community Infrastructure Levy (or successive arrangements) Section 106 including affordable housing.
40. To be aware of and implement changes in legislation and best practice and be responsible for the development, consultation and

implementation of projects, relevant to the work area, including gaining all necessary approvals to ensure the Council remains at the forefront of best practice and manages its resources effectively.

**Corporate responsibility**

41. To carry out all duties and responsibilities in accordance with the Council's Corporate Policies and practices concerning equal opportunities and customer care.
42. To identify the need for training and assist in the training of staff allocated to the work area.
43. To undertake any other duties appropriate to the grading of the post.
44. The post holder is expected to be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties. In addition they should be available to carry out such other duties, as may be required which are consistent with the grade and scope of the post, as required.



**LONDON BOROUGH OF MERTON**  
**ENVIRONMENT & REGENERATION DEPARTMENT**  
**PERSON SPECIFICATION**

**POST TITLE:**      **Planning Obligations Manager**

**Grade:**            **ME16**

**KNOWLEDGE**

1. In depth knowledge of legislation, good practice guidance, case law, government guidance, statutory instruments and London-specific matters relating to Community Infrastructure Levy, Section 106 of the Town and Country Planning Act 1990 as amended and their application in the context of a Local Planning Authority.
2. Substantial and demonstrable knowledge of how to optimise the interpretation of Community Infrastructure Levy legislation and good practice for the benefit of a Local Planning Authority and for supporting essential infrastructure in a council area.

**SKILLS**

3. Exceptionally high level of written and oral communication skills.
4. Confident and capable in the use of information and associated technology, particularly appropriate IT systems and software used to monitor, control and co-ordinate Community Infrastructure Levy and Section 106 collection and spend.
5. Capable of effectively managing and developing people and teams, within a rigorous performance management regime.
6. Capable of establishing effective and positive relationships within the Council and wider community.

7. Good analytical skills and capable of effectively managing finance and operations.

## **EXPERIENCE**

8. Substantial and demonstrable experience of operating at a senior level on strategic policy, collection and spending of Community Infrastructure Levy, Section 106 and other planning obligations.
9. Substantial and proven relevant experience as a team manager, in a similar sized organisation.
10. Managerial experience of successful resource management and the delivery of cost-effective services within constrained resources.
11. Experience of effectively working with local communities and other organisations.
12. Experience of leading on complex negotiations on planning obligations with a range of stakeholders and make independent decisions.

## **COMMITMENT TO EQUAL OPPORTUNITIES AND CUSTOMER CARE ISSUES**

13. Ability to demonstrate a commitment to equal opportunity and achievement in equal opportunities issues in employment, service planning and delivery.
14. Ability to resolve customer problems and to design systems to anticipate and avoid customer problems.
15. A full understanding of the importance of quality standards in service delivery that will meet reasonable customer needs and provide best value and continuous service improvement.

## **SPECIAL REQUIREMENTS**

16. Ability to attend evening meetings and work outside office hours.