

Regeneration and Culture

Principal Infrastructure Planner (Career Grade)

Job Description and Person Specification

October 2024

Job Description

Job Title:	Principal infrastructure planner (Career Grade)
Service Area:	Regeneration and Culture
Function:	Planning and Building Control
Team:	Planning Policy -Infrastructure Team
Grade:	Principal infrastructure planner LBR13
Hours/weeks:	36 hours per week
Base location:	Lynton House
Reports to:	Principal infrastructure planner reports to Planning Policy Urban Design and Infrastructure Manager
Responsible for:	Principal Infrastructure planner manages the Assistant/ infrastructure planning officer (CIL/S106) and is also be expected to supervise more junior planners in the wider Planning policy team and any temporary staff or consultants
Mechanics of the Career Grade:	Progression within the career grades will be as set out in 'Operation of the Career Grade'.
Role purpose and role dimensions:	<p>Working within a busy Planning Policy Team, this post will play a significant role in ensuring the right infrastructure is secured and delivered to support growth, in line with the projects identified in the Council's Infrastructure Delivery Plan (IDP).</p> <ul style="list-style-type: none"> • Managing the programming and delivery of projects and programmes listed in the Infrastructure Delivery Plan (IDP). • Contributing to the delivery of circa £300m of infrastructure project/programme commitments. • Supporting the systems which store all the financial and project data in relation to the £300m project/programme commitments; this includes the input of data and data analysis. • Working on the review of the Infrastructure Delivery Plan (IDP) and Charging Schedule processes. This includes the relevant statutory consultation process and obligations and document preparation. • Facilitating and service the governance (decision-making) processes for infrastructure planning and delivery; including managing meetings and relevant documentation. • Preparing income forecasting reports (relating to developer contributions), to assist the Team Leader in securing funding to support the Infrastructure Planning Team. • Promoting the image of the team, both internally and externally to the Council. • Managing own workload, consisting of multiple large-scale projects/programmes with large budgets.

Key external contacts: <i>Organisations</i>	Relevant Government departments, DCLG, the Mayor of London, the GLA, Transport for London, VOA, solicitors, landowners, developers and their agents and statutory undertakers, external professional advisers, NHS providers, Land Registry, Registered Housing providers, community groups and local partners.
Key internal contacts: <i>Job titles or groups of staff</i>	Officers in Development Management, Enforcement, Building Control and Growth Teams. Officers across the Council including Highways, Education, Leisure, Housing, Property and Legal, Payments and Benefits and Finance. Engagement with corporate directors are elected members in relation to planning obligations income and expenditure.
Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	<ul style="list-style-type: none"> ▪ Will oversee, manage, and monitor relevant CIL and Section 106 budgets including the relevant IT systems and monitor the data relating to these budgets. ▪ Meeting income targets through income generation. ▪ Manage the NCIL budget which could be up to c1.5mper year. ▪ Manage the debt collection process for CIL/s106 ▪ Manage the contact with Exacom
Key areas for decision making:	<ul style="list-style-type: none"> ▪ Making recommendations to development management officers in relation to the terms of Planning Obligations. ▪ Report to CLT and Members on issues relating to CIL and s106
Other considerations: <i>E.g. working patterns</i>	<ul style="list-style-type: none"> ▪ The post holders will work directly with the Planning Policy Manager and Head of Planning and Building Control, on the review of the Community Infrastructure Charging Levy ▪ When reviewing policy and guidelines the post holder will front up consultation meetings with the public ▪ Contribute to other planning policy work streams as part of the Redbridge Local Plan ▪ Supervise junior members of the planning policy team as and when required ▪ Site meetings/visits may be required from time to time
Key accountabilities and result areas:	Key elements:

<p>To lead in the delivery of the CIL Charging Schedule and S106 Agreements in accordance with national legislative requirements and local priorities, and other planning policy areas as and when required.</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Providing effective leadership and managing negotiations on CIL and planning obligations in order to secure the maximum financial and infrastructural benefits to the community in accordance with Council's corporate priorities/policies and Government Policy on CIL and planning obligations ▪ Review and maintain and maintaining a list of current and potential CIL and S106 contributions. Ensuring processes to manage CIL and S106 are robust, and information is recorded accurately. ▪ Planning, delivery and monitoring of infrastructure projects/programmes to support the growth of the borough. ▪ Contributing to team planning and Team Plan reviews and monitoring exercises, in line with service and corporate objectives. ▪ Assisting in the management of external consultants and contractors, to ensure effective input into ongoing workstreams, in order to meet Council Objectives. ▪ Keeping up to date on current legislation and professional practice and application of such knowledge to the work undertaken ▪ Ensuring customer satisfaction when delivering Infrastructure Planning services.
<p>To identify requirements for planning obligations (CIL and S106). Secure and monitor to ensure delivery of these requirements.</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Being responsible for all the functions necessary to manage developer contributions arising from CIL and S106 Agreements so that receipts can be collected and released in a timely way ▪ Working with Services across the Council to prioritise infrastructure needs. Enable the delivery, and manage and monitor expenditure of financial contributions arising from CIL and planning obligations ▪ Working with the Mayor of London and GLA/TfL on contributions to strategic infrastructure projects and responding to relevant consultations. ▪ Participating in any London wide/national forums to identify best practice. ▪ Managing multiple high-profile projects and/or programmes, with large budgets, simultaneously. ▪ Analysing, developing and reporting upon data from a wide range of sources to support decision making and strategy development. ▪ Preparing and leading bids for funding. ▪ Creating and maintain relationships with colleagues, managers, politicians, partner agencies, developers and community groups. ▪ Managing, monitoring reviewing and developing key financial and project data stores; interrogating data and producing high-level reports for managers and key groups. ▪ Managing key groups and interactions with senior managers, colleagues and delivery partners; including servicing meetings and preparing meeting documentation. This will include the meetings, Terms of Reference and processes, as part of the Council's infrastructure planning and delivery decision-making programme. ▪ Ensuring the appropriate reporting of income and expenditure against project and programme budgets and timeframes. ▪ Preparing the Council's Infrastructure funding Statement (IFS) on an annual basis. ▪ Preparing key documents such as the Infrastructure Delivery Plan (IDP) and Charging Schedule; reviewing and renewing these, as appropriate.

<p>To be responsible for the negotiation and securing, collection, analysis, enforcement and reporting of CIL and Section 106 Agreements. Monitoring and providing advice and support particularly at the pre-application, application, decision, commencement and completion (occupation) stages.</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Working with internal service areas at pre- application, application, decision, commencement and completion (occupation) stages or where CIL or section 106 payments are liable ▪ Supporting the training and development of staff, both within the Service and across the Council as appropriate, on CIL and S106 ▪ Keeping abreast of national legislation, guidance and procedures relating to CIL and providing advice to colleagues and members as required ▪ Lead on providing advice to finance for the enforcement for non- payment of CIL and Section 106 contributions.
<p>Assess the viability of developments regarding S106/CIL matters and commissioning and managing additional advice from external consultants, if required, to support the viability on development proposals</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Providing consistent and transparent advice detailing the necessary standards that must be adhered to <p>Undertaking quality control of details of eligible developments to ensure the full liable payments are made.</p>
<p>To be the responsible lead and coordinator of fulfilling the duties required as the role of “Collecting Authority” on behalf of the Mayor; including matters relating to the collection and enforcement of financial obligations.</p>	<p>This will involve:</p> <p>All matters relating to the monitoring collection, enforcement and reporting of financial obligations on behalf the Mayor of London so that receipts can be collected and released to GLA/TfL ensuring contributions to strategic infrastructure projects are made in a timely manner.</p>
<p>To lead for the Head of Planning and Building Control on the review, consultation and any necessary external examinations of the CIL charging schedule to ensure that it is fit for purpose.</p>	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Working with planning colleagues as policy is reviewed, taking account of national legislation as well as local priorities to implement any appropriate changes to the schedule ▪ Working with the Planning Policy Team to review the Community Infrastructure Charging schedule and, as appropriate, redrafting, and taking changes and new requirements through formal processes in conjunction with support from the planning policy urban design and infrastructure manager ▪
<p>To ensure that there is full and effective engagement of public and stakeholders in the process.</p>	<ul style="list-style-type: none"> ▪ Ensuring all statutory and Council procedures are followed to engage local people and other stakeholders in planning proposals. ▪ Assisting in preparing and attending appropriate and relevant public consultations on key documents produced by the team, namely the LB Redbridge Infrastructure Delivery Plan (IDP) and Charging Schedule future iterations and reviews.
<p>To ensure statutory processes are adhered to and in line with Local Plan priorities.</p>	<ul style="list-style-type: none"> ▪ Attendance at Examinations in Public, as and when required as part of the development of key documents, such as new iterations the LB Redbridge Charging Schedule.
<p>To provide support and strategic infrastructure planning and delivery advice to multiple internal Council departments.</p>	<ul style="list-style-type: none"> • Providing, as and when required, expert advice to internal and external colleagues, delivery partners, the development industry and the general public. • Preparing and delivering high-level reports and presentations to any audience. • Responding to FOIs and member enquiries.
<p>General accountabilities and responsibilities</p>	

Green Statement	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. Demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
Data Protection/Confidentiality	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott Senior s. ▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. ▪ Maintaining client records and archive systems in accordance with departmental procedure, policy, and statutory requirements.
Conduct and Whistleblowing	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty, and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.
Safer Working	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults. Where you work in such a post the Council will require a CRB Disclosure check and references will be taken up prior to interview.
Equalities	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with, and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the team	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Taking responsibility for continuing self-development and participating in training and development activities. ▪ Participating in the ongoing development, implementation, and monitoring of the service plans. ▪ Supporting and contributing to value for money, service efficiencies and improvements.

Flexibility**This will involve:**

- The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager and are broadly within the grading level and competence.

Person Specification			
Job Title:	Principal Infrastructure Planner		
Method of candidate assessment: A = Application form I = Interview T = Test.		A - I - T	Weighting
Weighting: 3 = most important, 2 = least important			
Minimum education/ qualifications:	<ul style="list-style-type: none"> ▪ Degree level or post graduate level with formal qualification in relevant subject (including Town planning, Regeneration, surveying (or another relevant property-based subject) Business Management, or Financial/Accounting 	A	3
	<ul style="list-style-type: none"> ▪ Where there is evidence of significant experience of leading on CIL and Section 106 work in other Local Authorities, a formal qualification may not be required but you will need to demonstrate a willingness to acquire a relevant qualification 	A/I	3
	<ul style="list-style-type: none"> ▪ Eligible for membership of RTPI/RIBA/RICS or similar professional body 	A/I	2
	<ul style="list-style-type: none"> ▪ Substantial Experience in either planning, surveying or a field related closely to infrastructure planning 	A/I	3

Minimum experience/ knowledge/ skills:	<ul style="list-style-type: none"> ▪ Experience within a busy team, in public or private practice. ▪ Experience of working across professional teams to successfully take on board corporate objectives in respect of project/programme planning and delivery. ▪ Ability to produce high-level written reports, in any number of formats ▪ Presents clearly and persuasively in a variety of complex and difficult scenarios. ▪ Understanding of the dynamics of team working. ▪ Experience of managing multiple projects simultaneously. ▪ Understanding of current issues and developments affecting planning, infrastructure planning, regeneration and local government in London. ▪ Understanding of CIL legislation and planning obligations processes and procedures. ▪ Experience of preparing and/or managing funding bids would be beneficial. ▪ Ability to work efficiently and effectively in a demanding environment and handle workplace demands. ▪ Ability in creating and maintaining key stakeholder relationships (both internally to a large organisation and externally with key third-party agencies), to ensure project/programme delivery objectives. ▪ Experience of financial data entry, analysis and reporting. ▪ Good understanding of IT relevant to the role. 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I/T</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>2</p> <p>3</p> <p>2</p> <p>3</p> <p>3</p>
Minimum competencies: Customer focus	Demonstrating a high customer work focus.	A/I	3
Communicating and influencing	<ul style="list-style-type: none"> ▪ Able to communicate effectively, both orally and in writing, and influence others. ▪ Able to draft briefs, reports and make recommendations on professional issues. ▪ Able to present evidence to Inquiries or similar and to public meetings. This will include complex and sensitive project work. ▪ Ability to negotiate to achieve positive solutions 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p>

Building relationships, working together and in partnership	<ul style="list-style-type: none"> ▪ Ability to work successfully in a political environment and promote the interest of the borough with outside bodies ▪ Ability to work with Government departments and agencies and the GLA, providing information, liaising and influencing 	A/I	3
Respecting & implementing diversity	<ul style="list-style-type: none"> ▪ Ability to and commitment to implementation of equalities policies in the work place. ▪ Ability to reflect equality and diversity policies in dealing with projects. 	A/I	3
Planning, organising & achieving results	<ul style="list-style-type: none"> ▪ Able to initiate and progress work-plans for oneself. ▪ Ability to deal simultaneously with a range of tasks and activities and cope with a large caseload of projects. ▪ Ability to problem solve with the ability to recognise controversial and sensitive issues. 	A/I	3
Embracing change	<ul style="list-style-type: none"> ▪ Supportive of achieving continuous improvement and embracing change to deliver cost effective, quality services. 	A/I	3
Special conditions:	<ul style="list-style-type: none"> ▪ Able to work evenings and sometimes at weekend 	A	2
Signature of Employee:	Name:	Date:	