

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

JOB DESCRIPTION

Job Title: Planning and S.106 Monitoring Officer		Grade: 7
Directorate: Regeneration and Development	Service: Planning	
Post No:	Date of Issue: November 2023	
Responsible to: Planning Policy Manager		

Main Purpose of Job:

To have responsibility for the effective monitoring and implementation of Section 106 planning obligations (and Unilateral Undertakings), including working with relevant departments to ensure the appropriate collection and distribution of developer contributions arising from development. To ensure that implementation is in accordance with relevant legal and policy requirements to support the delivery of necessary infrastructure in the Borough and in a timely manner.

To lead on the monitoring and reporting of land use and development activity in the Borough and undertake research and surveys to inform planning policies and related guidance produced by the Planning Policy Team.

Main Tasks/Duties/Responsibilities

1. To assist the Planning Policy Manager / Development Management Manager in the monitoring / reporting of Section 106 Agreements and Unilateral Undertakings and their implementation in accordance with legislation and planning policy.
2. To assist in the development of processes, procedures and IT systems for the purposes of monitoring and reporting on S106 Agreements including the receipt, allocation and spending of developer contributions and collating of information in respect of the same.
3. To lead on the management, collection and publication of monitoring information and data to assist with the planning of the Borough, including the formulation and implementation of the Local Plan. This will include production of the Authority Monitoring report and Infrastructure Funding Statement. This role will also assist with the preparation and publication of the Council's Five Year Housing Land Supply Statements and associated monitoring requirements.
4. To produce monitoring and statistical reports required by the Council, including statutory Government returns.
5. To lead on the management of the Council's Brownfield Land Register and Self-Build Register to enable the required monitoring and reporting of statutory Government returns for both registers.
6. To assist in the preparation and review of planning policy documents supporting or associated with the Local Plan.
7. To provide relevant planning and development-related information and data to assist other Council departments in providing effective daily operation of their services.
8. Digitally map, analyse and maintain data and information using Geographical Information Systems and other related software.

9. Prepare and present reports and other relevant information to elected Members and senior management in accordance with the Council's constitution

Occasional Tasks/Duties/Responsibilities

1. To assist with the preparation and conducting of public consultation programmes, including preparation of consultation material and presenting information.
2. Produce written statements and give evidence, on behalf of the council, at planning appeals/examinations (including hearings and public inquiries) in relation to planning data and monitoring matters.
3. To occasionally work beyond core hours to meet service requirements.

General

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
2. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
3. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
4. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
5. To be aware of and adhere to the Council's Equal Opportunities Policy.
6. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Equality Act).
7. To be familiar with the obligations and requirements of the council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.
8. To be aware of and adhere to the Council's Safeguarding Children and Adults at Risk of Abuse and Neglect Policy

This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.