JOB DESCRIPTION

Job Title	S106 and Community Infrastructure Levy Officer		
Service	Planning		
Reporting to	s106/CIL Team Leader		
Grade	12		
Evaluation ref:	TR0022	**Job Family ref:**	

Role purpose

The s106 and CIL Officer is part of Somerset Council Planning service, tasked with monitoring the effective management and implementation of Section 106 (s106) agreements and the Community Infrastructure Levy (CIL). The postholder ensures that developments contribute to the creation of sustainable communities through strategic planning and distribution of funds for infrastructure.

The officer liaises with developers, stakeholders, and internal teams to monitor compliance, coordinate payments, and report on the impact of s106 and CIL contributions. They play a crucial role in planning and community engagement, ensuring that the infrastructure needs of the community are met in line with local development plans.

Accountabilities

- Manage the process of securing s106 contributions and CIL payments.
- Monitor compliance with s106 and CIL requirements.
- Liaise with developers, legal teams, and other stakeholders.
- Coordinate the allocation and expenditure of s106 and CIL funds.
- Prepare reports on s106 and CIL contributions and their impact.
- Ensure transparency and accountability in the management of funds.
- Provide guidance on s106 and CIL-related queries to internal and external parties.
- Develop and maintain a database of s106 agreements and CIL payments.
- Collaborate with stakeholders to assess infrastructure needs.
- Facilitate community consultation processes regarding the use of funds.
- Prepare and review guidance notes and policies to clarify how the Council's CIL and s106 processes operate.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Understanding of the Town and Country Planning Act	X	
Knowledge of local government planning processes	X	

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Familiarity with s106 agreements and CIL regulations	X	
Working with Exacom Planning Obligations Monitoring System		X
Working with Development Management Planning Systems		X
Knowledge of financial management principles		X
Experience		
Experience in managing s106 agreements and CIL processes	X	
Background in planning or related field	X	
Working on detailed financial calculations	X	
Experience of working with legal documents and contracts		X
Working with local councillors and/or community groups to deliver community infrastructure		X
Experience with database management and reporting		X
Qualifications or Relevant Experience		
Degree in Planning, Law, or relevant experience in a related field	X	
Skills		
Strong negotiation and communication skills	X	
Proficiency in financial and project management	X	
Ability to interpret and apply planning law	X	
Skills in data analysis and reporting		X
Competence in stakeholder management		X
Aptitude for strategic thinking and problem-solving		X
Working Conditions		
Dimensions of the role		

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Working Arrangements
Somerset Council's dynamic Working Strategy will be applied to this position
Corporate Accountabilities
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: