

LONDON BOROUGH OF LAMBETH

JOB DESCRIPTION

Job Title: Infrastructure Analytics Officer
Department: Sustainable Growth & Opportunity (SGO)
Division: Economy Culture & Skills
Business Unit: Operations & Innovation
Grade: SO1/PO1
Responsible to: Principal City Infrastructure Officer
Responsible for: n/a

Main Purpose

Working within the busy and ambitious Operations and Innovation team, the postholder's role will be one that covers a multi-functional across team remit, with a particular focus on the work delivered by the City Infrastructure Lead.

The post holder will deliver high quality, robust and transparent matters relating to the monitoring of non-financial obligations. They will provide day to day support, providing the administrative input into systems and processes developed by the Principal City Infrastructure officer, alongside existing systems, to ensure that the provisions within all non-monetary obligations are enacted.

They will work with the team to support key links with relevant stakeholders are implemented across the council using systems and processes to monitor where infrastructure is both being planned & delivered on the ground.

They will support the work arising from the council's the Developer Contributions Cabinet paper to ensure that residents' priorities are clearly mapped and understood going forward. The postholder will work with systems and processes to disseminate intelligence on residents' priorities ensuring that future S106 negotiations can take this information into account. They will support the work in developing and maintaining systems and processes to provide a robust approach to the monitoring of non-financial obligations, including Affordable Housing, viability reviews, application of eligibility criteria for affordable housing residents and monitoring of onsite affordable provision.

The role will also provide analysis of data and support to wider SGO programmes and work closely across teams with a focus on statutory and discretionary types of planning related work, including monitoring and analysis relating to time and resourcing on discretionary planning income and activity.

Principal Accountabilities

1. To provide support to the Principal City Infrastructure Officer in the day-to-day work involved in monitoring of non-financial obligations arising from Developer Contributions.
2. To maintain systems and processes relating to the monitoring and discharging of non-financial obligations, including Affordable housing viability reviews, application of

eligibility criteria for affordable housing residents and monitoring of onsite affordable provision.

3. Process purchase orders and payments, raise sales invoices and process receipts, receive goods, check items against purchase order and arrange payment in accordance with the Council's financial procedures and regulations.
4. To provide project support to key operational requirements of the SGO directorate; this could range from analysing data and gathering intelligence on key business delivery functions to working on one-off projects as required by the wider Operations & Innovation team's remit.
5. To provide support to the ongoing work on fee reviews, including benchmarking of discretionary Planning fees and salaries, timesheet gathering and analysis and to provide financial and administrative support to the programme management of Planning Performance Agreements as directed.

At SO2

6. To ensure compliance for non-financial planning obligations are met.
7. To provide day to day management of non-financial obligations arising from S106 legal agreements and other funding mechanisms, and related processes ensuring provisions within them are enacted at the correct time. To administer related advice requests and correspondence to agreed and identifiable timescales.
8. To actively monitor the provision of affordable workspace, monitoring both quantum of space and those rental discounts are provided as secured in the planning permission. Additionally, monitor the management of affordable workspace to ensure that S106 commitments are being met by the developer and their appointed operator.
9. To develop and maintain a good working knowledge Community Infrastructure Levy and S106 legislation – and any successor related legislation that may be introduced from time to time by Central Government.
10. To work with the City Infrastructure team in developing strong co-ordination between the capital studio, other delivery services and the LPA (Local Planning Authority) who are negotiating S106 obligations.
11. To ensure monitoring of nominated residents in relation to new Affordable Housing is done so in accordance with the eligibility criteria set down within the S106.
12. To work positively across the Operations and Innovation teams in a matrix manner as and when required.
13. To work collaboratively with the CIL/S106 team in a proactive way and to develop a strong understanding of the day-to-day administrative tasks involved in the financial and non-financial monitoring of S106 Agreements, including the application of planning obligations when due.
14. To use related systems such as the council's Uniform database, Exacom, Council Tax system, non-Domestic Rate Register and database/spreadsheet software as necessary

to accurately record and monitor S106 and CIL information with a particular focus on those non-financial contributions.

15. To maintain a good working knowledge of current planning legislation particularly in relation to Community Infrastructure Levy and S106 Agreements.
16. To be able to interrogate Building Control, Local Land and Property Gazetteer, Development Monitoring and Council Tax systems to identify commencement and trigger dates with a particular focus on non-financial obligations.
17. To monitor data, especially data concerned with development, land use and planning permissions and where necessary undertake surveys/site visits to verify information.

At PO1

18. To develop, iterate and maintain systems and processes relating to the monitoring of non-financial obligations, including Affordable housing viability reviews, application of eligibility criteria for affordable housing residents and monitoring of onsite affordable provision.
19. To support the work of the City Infrastructure team in relation to providing links with relevant council stakeholders in relation to advice around the pipeline for new and affordable housing.
20. To provide support to the CIL/S106 team's output from time to time as required. This will include developing a strong understanding of the day to day organizational and administrative tasks to determine CIL liabilities, where surcharges may fall due, in accordance with the Regulations, including processing and issuing relevant Notices up to and including Liability Notices
21. To liaise where appropriate with the CIL and S106 Team, Planning, and other Council officers to establish best practice workflow procedures and identify service improvements.
22. Present complex statistical information to a variety of audiences which will include both those with and without an understanding of statistical techniques and to communicate research findings to a variety of audiences using a variety of media, adapting and using appropriate language styles where necessary
23. To lead and be responsible for, the proactive identification, resolution or escalation of project risks and issues, and development of contingency plans. To support the management of project interdependencies.
24. To ensure the production of management reports, statistical analysis and custom database queries relevant to the programme, and that verbal and written presentations are made to appropriate individuals and bodies at all levels of the council's governance arrangements, and external organisations as required.

Dimensions

Staff Management responsibilities

None

Budgetary responsibilities

None

Other

The postholder may be required to work outside of normal hours, including attending evening meetings.

The job holder's decision making authority is determined by Council policy and procedures.

Person Specification

Infrastructure Analytics Officer

SO1/PO1

Please note: It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).

You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.

If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (ü) on the person specification when you complete the application form.



			Shortlisting Criteria
Key Knowledge	K1	Knowledge of planning legislation and more detailed up to date knowledge of that relating to S106 agreements and CIL administration and their application to development as well as other funding mechanisms, and related processes.	A✓
	K2	Good understanding of Section 106 agreements, the Community Infrastructure Levy and other relevant legislation	A✓
	K3	Knowledge of Affordable Housing legislation including viability reviews, application of eligibility criteria for affordable housing residents, monitoring of onsite affordable provision, particularly for small and medium sized developments.	
	K4	Understanding of wider built environment arena	
Qualifications	Q1	AT SO1: 5 GCE's (A-C grade minimum) At SO2: at least two A level qualifications (A-C grade minimum) At PO1: relevant Degree qualification and/or relevant experience	A✓
Relevant Experience	E1	Experience of the successful development and implementation of monitoring systems for S106 and CIL or similar involving the effective use of ICT systems, preferably using a project management approach.	
	E2	Able to demonstrate a track record of team work and a genuine enthusiasm for improving business processes and delivery.	

	E3	Experience of information management and numeracy skills and ability to produce and collate accurate information and data reports	
	E4	Experience of maintaining effective management information systems and resources. Experience of recording, analysing and reporting complex data and information, within a planning/delivery context.	A✓
	E4	Excellent written and numeracy skills. Strong attention to detail and ability to grasp new and emerging legislation with ease.	
	E5	Experience of project work and writing reports for senior officer review.	A✓
Core Behaviours		Focuses on People Is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. It's about ensuring we have the right processes in place.	
		Takes Ownership Is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.	
		Works Collaboratively Is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.	A✓
		Takes Ownership Is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.	