

LONDON BOROUGH OF LAMBETH

JOB DESCRIPTION

Job Title: Principal Development Infrastructure Officer

Directorate: Sustainable Growth & Opportunity (SGO)

Division: Economy, Culture & Skills

Grade: PO5

Responsible to: Development Infrastructure Lead

Responsible for: Infrastructure Analytics Officer

Main purpose of post

The postholder will work with the Development Infrastructure Lead and team to ensure the right infrastructure is secured and delivered to support growth in line with the projects identified in the Council's Infrastructure Delivery Plan.

The postholder will play a key role in the co-ordination of the different sectors including Planning, Finance, and the Capital Investment teams and work proactively with colleagues, and other stakeholders to manage the Council's approach to infrastructure planning, funding, and delivery.

The postholder will work with the Development Infrastructure Lead to ensure that effective mechanisms are introduced for obligations, such as Affordable Housing, Affordable Workspace, Leisure and Community facilities and other key infrastructure are monitored and delivered in line with the Council's and Resident's priorities.

They will link with relevant stakeholders and develop systems and processes to monitor where infrastructure is both being planned & delivered on the ground.

The postholder will work with the Development Infrastructure Lead, finance and other teams to forecast council tax and business rate income and other key benefits that arise from the proposed development pipeline.

Key Unit Accountabilities

1. To provide day-to-day management of direct reports, including providing advice, guidance, training and supervision to team members and developing and co-ordinating specific programmes and activities, as agreed with the Development Infrastructure Lead.
2. Provide support to work relating to planning information and monitoring tasks involving the collection, analysis and monitoring of spatial planning data including housing commencements and completions, housing land availability, industrial, commercial, office, retail, vacant premises and other data sets required to monitor spatial planning objectives.
3. Work with the Development Infrastructure Lead to improve and maintain co-ordination between the capital studio and other delivery services and the LPA (Local Planning Authority) who are negotiating s106 obligations.

4. To put in place effective systems and process that allow Corporate and resident priorities to be disseminated effectively across different service areas in order to inform infrastructure spend.
5. Be responsible for developing systems and processes so that S106 negotiations and CIL allocations are appropriately informed by Corporate and resident priorities. To put in systems to monitor trigger points in relation to non-financial s106 obligations. To develop accompanying protocols and guidance for all systems and processes relating to monitoring obligations and develop best practice, liaising with the wider Operations and Innovation team, Land Charges, Planning teams as well as external parties.
6. Be responsible for the development, implementation and management of systems and mechanism that will ensure a effective 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. To develop a clear process for the discharging of non-financial obligations, liaising across the council and with external bodies (e.g. TfL etc) as required.
7. To monitor the provision of affordable workspace, to ensure both the quantum of space and the rental discounts are provided as secured in the planning permission.
8. To lead as directed in the assessment of progress with active construction sites in order to decide when monitoring and enforcement of obligations are triggered. This would include when viability reviews are falling due, taking account of factors such as marketing information on these developments.
9. To work with the Development Infrastructure Lead, Policy, Development Management teams to prepare, review, monitor and implement all items relevant to their role arising from Local Plan Policy and be engaged in annual reviews of the council's Infrastructure Delivery Plan.
10. To maintain a good working knowledge of current planning legislation particularly as it relates to Community Infrastructure Levy arrangements and S106 Agreements – and any successor related legislation that may be introduced from time to time by Central Government.
11. Provide professional advice on infrastructure related matters including interpretation of Regulations and planning obligations with a particular focus on non-financial contributions and provide timely responses to communications and enquiries.
12. To be responsible for setting up processes to allow the effective nomination of residents in need of new affordable housing always occurs. As part of this process, ensure that eligibility criteria are met.
13. To work across teams to ensure that effective advice is provided on Affordable Housing viability and eligibility criteria.
14. 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 monitoring of S106 Agreements, including the application of planning obligations when due.
15. 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. To ensure all relevant notices and templates are kept up to date.

16. Be responsible for engaging with key officers across the council in developing the GIS infrastructure relevant to the role, keeping up to date with the latest GIS innovations as appropriate.
17. To be responsible for the monitoring of data, especially data concerned with development, land use and planning permissions and where necessary undertake surveys/site visits to verify information.
18. To use a range of tools to ensure effective communication as appropriate across a wide variety of media and methodologies, including written, oral and visual means of communication.
19. To deputise for the Development Infrastructure Lead as required and to work flexibly in undertaking the duties and responsibilities of this job and participate as required in multi-disciplinary and cross-organisational groups and task teams.
20. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others, Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
21. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Dimensions

Staff Management responsibilities

- The post holder is responsible for the direction, support and development of a team (including professional services consultants where appointed). Staff may be appointed on a permanent or temporary basis.
- The post holder will be required to manage staff and lead consultants commissioned in relation to specific projects, appropriate to the level of the grade.

Other

- The post holder should be prepared to work outside of normal hours, including attending evening meetings, site visits, and occasional weekend working. Some site inspections across the borough and external meetings will also be required.
- The job holder's decision-making authority is determined by Council policy and procedures.

PERSON SPECIFICATION

Principal Development Infrastructure Officer

PO5

It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the Shortlisting Criteria marked "A" for Application. You should expect that all areas listed below will be assessed as part of the interview and assessment process, should 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 a ticks (✓) on the person specification when you complete the application form.

Job descriptions are not exhaustive; the job holder may be required to undertake duties which are broadly in line with the responsibilities contained within this job description, depending on the exigencies of the service.



Key Knowledge		
K1	In depth and up-to-date knowledge of all relevant planning legislation, CIL/S106 legislation, other planning policies and procedures, and particularly in relation to the planning and delivery of large-scale initiatives and projects in London.	A ✓
K2	Up to date knowledge of Affordable Housing legislation, viability reviews, application of eligibility criteria for affordable housing residents, monitoring of onsite affordable provision, particularly for small and medium sized developments. Strong understanding requirements around provision and monitoring of affordable workspace	A ✓
K3	Knowledge and understanding of management within the Local Plan process, particularly relating to infrastructure delivery/programming, the reviewing and monitoring of planning policy and delivery programmes and associated work streams	
K4	Senior, demonstrable knowledge of planning, development, viability and build/construction methods - particularly in relation to strategic sites	A ✓
K5	Knowledge and awareness of current issues and developments affecting planning, growth, urban regeneration and local government in London.	
Relevant Experience		
E1	Experience and strong understanding of construction and build practices and methodologies with the ability to assess onsite build and development stages.	A ✓
E2	Experience of Infrastructure monitoring and planning work including financial planning, budgetary and procurement management skills	

E3	Experience, knowledge and understanding of management process, particularly relating to infrastructure delivery/programming, the reviewing and monitoring of associated work streams	
E4	Experience of developing and maintaining effective management information systems, monitoring mechanisms and resources. Experience of recording, analysing and reporting complex data and information, within a planning/delivery context.	A ✓
E5	Proven track record in building relationships, influencing and successfully engaging colleagues, partners and other stakeholders	
Qualifications		
Q1	Bachelor's or Advanced Degree and/or professional experience in relevant field of Built Environment.	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. ,		
Communicates Effectively		
Is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.		
Focuses on Results		A✓
Is about ambition and achievement. It's about orienting ourselves towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better		