

Job summary

Role title: Community Infrastructure Levy
Allocations Officer

Department: Places & Planning

General description of role

To provide administrative and technical support for the Local CIL Spending Panels who recommend where Local CIL funds are spent. To oversee and monitor the delivery of Local CIL funded infrastructure projects delivered by other Council and County Council departments, and partner organisations. To maintain accurate records and ensure that funds are transferred at the appropriate time in accordance with Council and legal requirements and monitor and report on the progress of the delivery of projects. To assist with the review of the Council's 5-year programme of Strategic CIL projects. The Co-ordinator will help prepare and present regular reports to the Spending Panels and from time to time, other councillors and senior officers as well as help prepare the statutory Annual Infrastructure Funding Statement. The role is based in the Planning Policy Team whose work includes the Local Plan, infrastructure planning and CIL charge setting, collection, and spending.

Top ten duties / responsibilities of role

1. Work with the CIL and Planning Policy officers in administering the Local CIL Spending Panels (Currently 4) and allocation of Local CIL.
2. Monitor and assist the delivery of Local CIL Funded projects.
3. Co-ordinate with RBBC Greenspaces, Property, Cleansing and other services, Surrey County Council Highways, Countryside, Rights of Way and other services, and other organisations, to facilitate and to monitor and report on the delivery of projects.
4. Maintain accurate records of CIL monies spent and administer the transfer of funds to individual projects in a timely way in accordance with Council and legal requirements.
5. Prepare and present regular reports to the CIL Panels, and when required senior officers, the Portfolio Holder for Planning Policy and other interested parties including members.
6. Assist with the review of the Council's 5-year programme of Strategic CIL projects: including preparation of a Communications Plan, new call for projects, and analysis of project bids and recommendations.
7. Support the preparation of the statutory Annual Infrastructure Funding Statement.
8. Maintain a good working knowledge of the Community Infrastructure Levy regulations and guidance.
9. Provide advice on CIL related matters, including interpretation of Regulations and operation of CIL as necessary and provide timely response to CIL correspondence and CIL related enquiries.

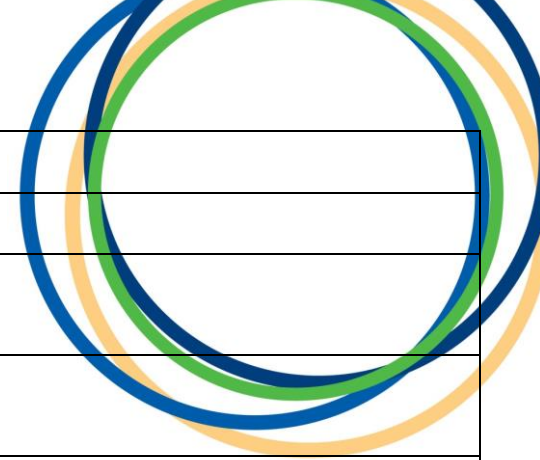
10. Support the CIL Officer and any other duties commensurate with the level of responsibility of the grade of the post.

Person specification and interview assessment form



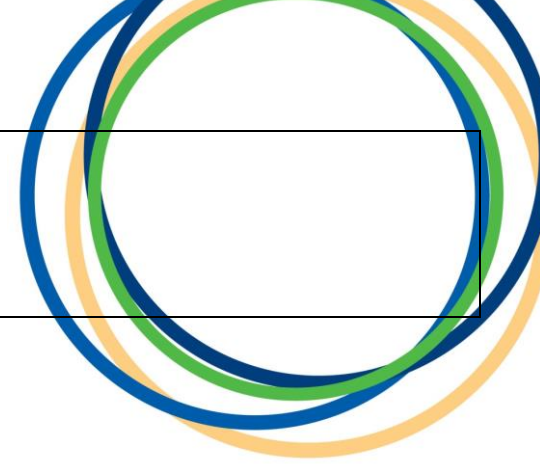
Candidate name			
Contact number			
Role title	CIL Allocations Co-ordinator		
Date of interview		Signed by recruiting manager	

Selection and Interview Criteria		Scoring	
Criteria	Criteria importance E = Essential P = Preferred	Score 3 = Met with full example 2 = Partly met with example 1 = Partly met no example 0 = Not demonstrated	Score rationale/interview notes
Qualifications			
Excellent level of education at GSCE and 'A' level or equivalent	E		
A degree in town planning or other relevant discipline	P		
Member of (or eligible for membership of) a professional institution (e.g. RTPI or RICS)	P		
Experience and achievements			
Knowledge of the planning system, CIL and other developer contributions (including s106)	E		
Experience of undertaking research or monitoring work	E		
Experience of working within town planning or a related field	P		
Knowledge and understanding of infrastructure planning and development economics	P		
Experience of supporting infrastructure project delivery	P		
Understanding of local government business and processes	P		



Experience of working as part of a team	P		
Role required competencies and behaviours			
Excellent analytical and numerical skills, and competence in interpreting information	E		
Good level of proficiency in the use of spreadsheets and databases	E		
Good communication skills, both written and verbal, and the ability to present work clearly and concisely	E		
Ability to deal courteously with elected members, the public and colleagues in all circumstances	E		
Self-motivated, with excellent organisational skills and the ability to prioritise a range of tasks effectively	E		
Excellent attention to detail and methodical approach to work	E		
Approachable and willing to help colleagues	E		
Committed to continual professional development	E		
Full driving licence	P		
Ability to work outside of office hours to carry out site visits, attend Council meetings or other events with prior notice	P		
Corporately required personal qualities and behaviours			
Innovative	E		
Supportive	E		
Flexible	E		
Positive	E		
Total Criteria Score			Feedback to be given to candidate:

Essential Criteria Score		
Preferred Criteria Score		
Appointment choice number	1st / 2nd / 3rd	



Summary of employment package

Place of work	<p>The role will be primarily based at Town Hall, Reigate.</p> <p>We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.</p>
Salary	<p>Graded TS2A1, the salary will be in the region of £34,032- £36,642 per annum dependent upon experience. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.</p>
Duration of contract	<p>The contract will be offered on a fixed term basis for 18 months.</p>
Probationary period	<p>Upon joining the Council, all staff are required to satisfactorily complete a six month probationary period.</p>
Hours of work	<p>Hours of work are nominally 36 per week.</p>
Employment Benefits	
Flexible working hours	<p>Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for longer hours worked and a flexible working system.</p> <p>Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient office cover and the particular needs of the service at that time.</p>
Annual leave	<p>The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays.</p> <p>Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period.</p>

Pension	<p>You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 15% of your earnings each year.</p> <p>You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day.</p> <p>Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates</p>
Training and development	<p>The Council actively encourages continued professional development and talent development.</p> <p>Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.</p>
Professional subscriptions	<p>If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year directly by invoice.</p>
Car parking / Travel loan scheme	<p>Unless your role is classed as an essential user, you take part in our car share scheme, or you are physically disabled, car parking is not made available.</p> <p>The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available to purchase bicycles and accessories to the value of £1000, for quarterly/yearly rail season or bus tickets or a season car park pass.</p>
Cycle purchase scheme	<p>The Council offers staff who have passed the probation period and are employed for 18 months or more, the opportunity to lease/purchase bikes and related safety equipment up to £1000, reducing tax and National Insurance deductions. Staff are required to use the bike mainly for journeys between home and work.</p>
Childcare voucher scheme	<p>The Council provides staff access to a childcare voucher scheme through salary sacrifice, reducing tax and National Insurance deductions. Further information is available on request.</p>
Employee discounts	<p>All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more.</p> <p>Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.</p>



Other Conditions

Pre-employment checks	<p>Appointments are offered subject to several pre-employment checks to comply with the Home Office's Baseline Personnel Security Standards (BPSS):</p> <ul style="list-style-type: none">• at least two satisfactory references• eligibility to work within the UK, and proof of your identity• evidence of relevant qualifications
Paid work with another employer	<p>If you are appointed, your contract with the Council should normally be classed as your main employment.</p> <p>You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.</p>
Disclaimer	<p>Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate & Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly.</p>

Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

Our Vision

Working together to make a great place to live, work and enjoy.

Our Values

Making a difference, doing the right thing, being bold and confident.

Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and trying out new approaches
- ✓ Challenge the status quo in a constructive way

Great People

