



RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.	Tbc
Post Title:	Local Plan and CIL Monitoring and Research Officer
Unit/Team:	Development Strategy
Grade:	Grade D
Service:	Growth & Investment
Reports to:	Development Strategy Manager
Issue Date:	August 2023

PURPOSE OF THE JOB

- Carry out monitoring functions for the Planning Service and produce reports analysing the results.
- Assist in the monitoring and administration of s106 (planning obligations/legal agreements associated with the Town and Country Planning Act) and the Community Infrastructure Levy.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Assist in the monitoring and administration of the Community Infrastructure Levy and any successor Infrastructure Levy. This will include the preparation and sending of correspondence, reviewing notices, measuring plans and updating records within the Council's development management case management system.
- 1.2 Monitor all aspects of housing and economic supply data for local and national purposes. Produce Authority Monitoring Reports annually and ad hoc monitoring information for major planning applications or appeals for publication.
- 1.3 Prepare the Council's annual Infrastructure Funding Statement.
- 1.4 Assist with the production and publication of the Council's 5-year housing land supply statement, including updating housing monitoring data.
- 1.5 Contribute to the preparation of local development plan policy and supplementary planning documents.
- 1.6 After experience, attend meetings and represent the Council at the CSWAP (Coventry, Solihull, Warwickshire, Association of Planning Officers) Joint Monitoring Officers Group (JMOG).
- 1.7 Carry out planning research and analysis.

- 1.8 Assist in the preparation of Housing and Economic Land Availability Assessments.
- 1.9 Produce maps using GIS software to support planning policy preparation.
- 1.10 Develop an understanding of national and local planning legislation, policy and guidance as it relates to monitoring and the Community Infrastructure Levy.
- 1.11 Keep records of own work activities in a systematic manner to set targets and monitor achievements.
- 1.12 Carry out site visits and attend meetings associated with the Community Infrastructure Levy, planning policy, monitoring and future development issues.
- 1.13 Liaise with the Lead s106 and CIL Compliance Officer to co-ordinate monitoring data and ensure this is accurate and links in with S106 agreements. Liaise with external partners on the phasing of external infrastructure to assist with housing delivery and the delivery of economic development.
- 1.14 Assist in the monitoring of large sites within the borough including Appendix K of the South West Rugby SPD in conjunction with the Major Projects and Economic Development Team and the Lead s106 and CIL Compliance Officer.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Act as liaison officer with IT for improvements to planning policy pages on the Council website. Publish monitoring information on the Council's website.
- 2.2 Use relevant software including the Council's case management system (currently Agile), Excel, MS Outlook, MS Word, PowerPoint, QGIS mapping software.
- 2.3 Contribute to the preparation of the Council's Infrastructure Delivery Plan and updates thereto.
- 2.4 Assist in preparing responses to requests for information in relation to s106 and CIL under the Freedom of Information Act and Environmental Information Regulations.
- 2.5 Assist in preparing and organising public consultation events and materials.
- 2.6 With experience, provide monitoring information to other officers, councillors, members of the public and interest groups, and external partners in a confident and effective manner.
- 2.7 Be aware of Health and Safety legislation and so far, as is reasonably practicable, ensure compliance with the Health and Safety at Work Act, the Council's Safety Policy and the Departmental Safety Policy.
- 2.8 Any other reasonable duties as requested by the Development Strategy Manager and Lead s106 and CIL Compliance, in line with your skills and knowledge, and meet deadlines set by them.

3. SUPERVISORY RESPONSIBILITIES

None.

4. FINANCIAL RESPONSIBILITIES

None.

5. RESPONSIBILITY FOR ASSETS AND DATA

Handling data as required by the Data Protection Act 2018.

6. EXTENT OF PUBLIC CONTACT

Dealing with enquiries from customers to provide planning monitoring information, including information on 5-year housing land supply, the Infrastructure Funding Statement, Community Infrastructure Levy, s106, Infrastructure Delivery Plan, and other housing and economic data. Relevant contact by phone, e-mail, letter, Microsoft Teams and in person with other Council officers, developers, agents and members of the public. Contact with members of the Council.

7. WORKING CONDITIONS AND ENVIRONMENT

Work in accordance with the Council's Agile working policy but ability to travel readily and efficiently to all parts of the Borough and Council offices to visit sites and check upon progress or attend Council meetings.

8. CORPORATE RESPONSIBILITIES

All staff must act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Local Plan and CIL Monitoring and Research Officer

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
A minimum of GCSE A – C grades (or their equivalent) in English Language and Mathematics.	E	A, D
Be able to demonstrate a good standard of literacy.	E	A, I
Numeracy and analytical skills, to research and analyse complex information and to draw out clear conclusions and outputs.	E	A, I
Able to present information in a clear and accurate way.	E	A, I
Ability to produce information and statistics by use of databases and spreadsheets.	E	A, I
Ability to prioritise and organise work to meet required deadlines and work with limited supervision.	E	A, I
Possess a valid and appropriate driving licence and be able to attend meetings and site visits throughout the Borough.	E	A, D
A commitment to work within our CAN DO values.	E	A, I
Demonstrate competence with Microsoft Office (Word, Outlook, Excel, PowerPoint and Microsoft Teams).	E	A, I
Possess knowledge of town planning procedures in the UK.	D	A, I
Degree level qualification in planning or a related subject.	D	A, D
Previous experience of planning research or monitoring work in the UK.	D	A, I
Knowledge and experience of the use of GIS mapping software	D	A, I

Application	A
Interview	I
Test (written, presentation, practical – e.g. word processing)	T
References	R
Documentary – e.g. certificates	D