**Job Capsule Supplementary Information: CIL Planner**

**This supplementary information for CIL Planner is for guidance and must be used in conjunction with the Job Capsule for:**

**Job Family:** Place / Technical

**Job Level:** 3

**Zone:** 2

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

To assist in the effective collection of the Community Infrastructure Levy, to support infrastructure spending and delivery (using Section 106 and CIL funds). This is a professional role that requires a cross section of skills and behaviours to ensure high quality outputs that lead to investment in growth and sustainable communities within Camden.

The post is within the Infrastructure and Growth team, which has responsibility for the implementation of Section 106 agreements and the Community Infrastructure Levy and engaging in strategic consideration of infrastructure matters. The team forms part of Camden’s Placeshaping and Economic Development Service.

**Example outcomes or objectives that this role will deliver:**

The role will initially be focused on the community infrastructure levy, and key responsibilities could include:

* + Collection of CIL, managing an individual caseload and making decisions on CIL liability
  + Supporting work to manage the spending of Section 106 and CIL monies, working with colleagues in areas such as transport, education, community facilities, open space and housing
  + Potential involvement in the management and monitoring of Section 106 agreements including for major and priority regeneration projects across the borough.
  + Liaison and negotiation with colleagues, stakeholders and developers to maximise positive outcomes from development contributions and obligations
  + Providing planning support for individual infrastructure projects.
  + Financial monitoring and reporting, including work with colleagues in Finance and Communications
* Supporting effective negotiation and stakeholder involvement to ensure high quality innovative outcomes that reflect Council wide objectives and priorities
* Making decisions that comply with relevant legislation, statutory and other council plans, policies and guidelines, and ensuring that these decisions can be effectively defended at all stages of the decision-making process.
* The post holders will be working within an agile working environment where there may also be opportunities to contribute to other place shaping workstreams.

**People Management Responsibilities:**

The post holder will be part of an empowered team. They will take responsibility for their own work allocation, taking due consideration for their own skills and abilities as well as those of the wider team. They will peer review the work of others across Placeshaping and take on board feedback and support from their peers to support improvements in their own work. They will actively seek and give feedback to ensure continuous improvement across the team.

**Relationships:**

The post holder will report to the Team Manager for personnel needs. They will build good working relationships with other planning and infrastructure delivery services within the Council for example development management, building control and other services such as transport, parks, housing, CSF, Community Investment Programme.

**Work Environment:**

This is an agile working post with a main office base in Camden’s offices at 5 Pancras Square, and one day a week working from home. The work will involve attending some external meetings and site visits. A willingness to work outside of normal office hours is essential.

The post holder is expected to develop a strong working knowledge of the urban environment and public realm across Camden, taking a keen interest in the character of the places and spaces that make up the Place and communities we support.

**Technical Knowledge and Experience:**

* A relevant degree level qualification and/or equivalent experience
* Proven experience successfully working within one or more relevant fields, such as the Community Infrastructure Levy/ Section 106, Development Management, Planning policy, Urban Regeneration.
* Diagnostic and problem solving skills relevant to delivering sustainable communities and investment in growth
* The ability to support the delivery of a defined project or output and to deliver it to a high quality and in an effective manner
* A good understanding of the nature and financial effects of the planning process and its effects on people and the environment in which they live.
* A working awareness of current and draft planning legislation at local, London regional and national levels,.
* Proven ability as a team player while setting personal objectives and taking personal responsibilities for achieving work outcomes
* A strong commitment to customer care and understanding of the role of local government in supporting residents through high quality services
* A positive approach to learning and development

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle, which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

* Deliver for the people of Camden
* Work as one team
* Take pride in getting it right
* Find better ways
* Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

**Structure Chart**

This supplementary information relates to the Planner roles highlighted in blue in the structure chart below