

JOB OUTLINE



Closing Date: Wednesday 11th August 2021

Directorate: Development		Section: Planning Policy	
Post No: DECR02003	Designation: CIL Support Assistant	Grade: 3	

Purpose of Job:

To assist in the workload of the Planning Policy section in securing and maintaining accurate records with regards Community Infrastructure Levy (CIL) receipts from liable developments across the City. The post holder will be required to proactively monitor the sections CIL records in an efficient and effective manner in order to deliver the Council's main aims, Key Service Objectives and Operational Targets as set out in the Corporate Plan and the Departments Service Delivery Plan.

Main Duties/Responsibilities:

1. To maintain an up to date register of all development proposals which are liable to pay CIL and to monitor the progression of each proposal on the register from assumption of liability to full payment.
2. To liaise with officers in the Development Management team, and external stakeholders, in order to calculate the CIL liability of development proposals and update the Council's records in this regard.
3. To issue CIL liability notices upon the grant of planning permission and to update the Council's records in this regard.
4. To arrange for notifications of CIL liability to be communicated to officers elsewhere in the Council.
5. To administrate notifications of CIL exemptions and commencements of development, to update the Council's records in this regard, and to communicate these updates to officers elsewhere in the Council.
6. To assist the S106 and CIL Monitoring Officer to create demand notices for payment of CIL, raise invoices, update the Council's records in this regard and to communicate these updates to officers elsewhere in the Council.
7. To ensure all published information regarding CIL, on the Council's website for example, is up to date.
8. To assist other officers in the Planning Policy team in the delivery of the service.
9. To take a broad perspective of all aspects of the planning service and ensure that the work of the section is integrated with and supports the whole department.

In addition, other duties at the same level of responsibility may be allocated at any time

Date Produced: July 2018

NB: The Council is an equal opportunities employer and provider of services. The Council has a statutory duty to promote race equality and all employees must be aware of that duty and work to the Council's equality standards.