



Job description

Job title: Developer Contributions Monitoring Officer

Post No: N/A

Grade: 9

Directorate: Place & Prosperity

Reports to: Local Plans Manager

Contract: Permanent, Full Time

Hours: 37 (1FTE)

Purpose of the job

To support the effective management, monitoring and administration of Section 106 planning obligations and wider developer contributions, ensuring that financial and non-financial obligations are identified, collected, allocated, spent and reported in a timely, accurate and transparent manner.

The postholder will maintain robust monitoring and financial records, support compliance with legal agreements and governance requirements, and work collaboratively with internal services, developers and external infrastructure providers. The role will also contribute to the Council's wider strategic approach to developer contributions, including the annual Infrastructure Funding Statement, supplementary planning documents and any work associated with the potential introduction of a Community Infrastructure Levy.

Main areas of responsibility

- Maintain and update the Council's register of Section 106 agreements, accurately recording obligations, trigger points, deadlines, payments and expenditure.
- Monitor development progress to identify when financial and non-financial planning obligations become due and ensure that appropriate action is taken promptly.
- Monitor and record the discharge of Section 106 obligations, confirming when requirements have been satisfied and maintaining clear and accurate audit trails.
- Work closely with Finance colleagues to reconcile payments, raise invoices and purchase orders, and ensure that financial records relating to developer contributions are complete and accurate.

- Monitor the allocation and expenditure of developer contributions, identifying relevant deadlines and supporting the timely and appropriate use of funds.
- Produce financial, performance and governance reports relating to developer contributions, including internal key performance indicator reporting.
- Lead or support the preparation and publication of the Council's annual Infrastructure Funding Statement.
- Develop and maintain effective monitoring frameworks and key performance indicators for the collection, allocation and expenditure of developer contributions, supporting good governance and continuous improvement.
- Notify and liaise with relevant Council services and external infrastructure providers when contributions are triggered, received or available for allocation.
- Work collaboratively with partners including Leicestershire County Council, the NHS, the Police, housing providers and other infrastructure bodies, providing information and supporting discussions about infrastructure funding priorities.
- Coordinate and monitor Deeds of Variation and other amendments to Section 106 agreements, working with Planning, Legal, Finance and other relevant services.
- Support research, feasibility work and implementation planning associated with the potential introduction of a Community Infrastructure Levy.
- Assist with the preparation and review of supplementary planning documents and other guidance relating to developer contributions and infrastructure planning.
- Maintain and improve the Council's developer contribution monitoring systems, ensuring effective document control, data quality and accessibility of information.
- Respond professionally and accurately to enquiries from developers, agents, councillors, infrastructure providers and members of the public.
- Build and maintain effective working relationships with internal colleagues, external partners and developers to support legal compliance, robust governance and the timely delivery of infrastructure and community benefits.

Values

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; putting customers first and learning from feedback.
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

Health and Safety

To take reasonable care for the health, safety and well-being of yourself and others who may be affected by acts or omissions at work.

Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

Responsibilities & Duties

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.

Person specification

The criteria below describe the knowledge, experience, skills and behaviours needed to perform the role effectively. Transferable experience from planning, finance, legal services, housing, regeneration, infrastructure delivery, project management or governance will be considered.

Knowledge and experience

- Knowledge or practical understanding of developer contributions, Section 106 agreements, Community Infrastructure Levy, infrastructure planning or a comparable regulatory or financial process. (Desirable; assessed by application and interview.)
- Experience of maintaining accurate records, registers or monitoring systems involving complex information, deadlines and multiple stakeholders. (Essential; assessed by application and interview.)
- Experience of working with financial information, including reconciling payments or expenditure and raising or processing invoices or purchase orders. (Essential; assessed by application and interview.)
- Experience of producing clear reports, management information or performance information from detailed data. (Essential; assessed by application and interview.)
- Experience in planning, local government finance, legal or governance services, housing, regeneration, infrastructure delivery, or programme or project management. (Desirable; assessed by application and interview.)

Skills and abilities

- Strong organisational and analytical skills, with the ability to manage competing priorities, monitor deadlines and maintain a high level of accuracy. (Essential; assessed by application and interview.)
- Confident in using spreadsheets, databases and digital information systems to organise, analyse and report information. (Essential; assessed by application and interview.)
- Ability to read, interpret and apply technical, financial or legal documents and explain their implications clearly to non-specialists. (Essential; assessed by application and interview.)
- Effective written and verbal communication skills, with the confidence to provide advice and produce information for colleagues, senior officers, councillors, partners and customers. (Essential; assessed by application and interview.)
- Ability to build positive working relationships, coordinate activity across organisational boundaries and handle enquiries professionally. (Essential; assessed by application and interview.)
- Ability to work independently, use initiative, identify issues and follow them through to a practical resolution within the boundaries of the role.

(Essential; assessed by application and interview.)

Personal approach

- A proactive, methodical and customer-focused approach, with sound judgement, personal accountability and a commitment to continuous improvement. (Essential; assessed by application and interview.)
- Commitment to equality, accessibility, health and safety, information governance and the Council's values. (Essential; assessed by application and interview.)

Qualifications

- A relevant qualification at Level 3 or above, or equivalent knowledge and experience gained through work in a relevant field. (Essential; assessed by application.)
- Relevant professional or technical training in planning, finance, legal services, project management, data management or a related discipline. (Desirable; assessed by application.)