

## Role profile

<b>Job Title:</b>	Infrastructure Planning Manager	<b>Grade:</b>	CB6
<b>Department:</b>	Planning, Design and Sustainability	<b>Post no.:</b>	58165
<b>Directorate:</b>	Economy and Sustainability	<b>Location:</b>	Perceval House

<b>Role reports to:</b>	The role will initially report to the Assistant Director of Planning, Design & Sustainability
<b>Direct reports:</b>	Up to six officers
<b>Indirect reports:</b>	None

## Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

### Purpose of role

- Through the application of detailed understanding of CIL, MCIL, 106, infrastructure delivery and leadership skills, make a significant and planned contribution to the regeneration of the borough by ensuring that development is supported by necessary new infrastructure.
- Ensure an up-to-date Infrastructure Delivery Plan is in place for the Borough that plans for positive growth, is aligned with other key strategies, and that is prepared and reviewed through the engagement and involvement of Ealing communities and key partners in a way that aids the delivery of the Councils corporate objectives.
- To provide the management and direction to a team of specialist officers to discharge the council's statutory duties in relation to S106 and CIL and MCIL and to act as the authority's lead professional adviser on all matters related to such matters.
- To lead on the development and implementation of the Community Infrastructure Levy and the development, management, and delivery of good governance, policy and practice that secures appropriate negotiation, timely receipt and proactive, usage of Section 106, CIL MCIL monies from new development across the Borough in a way that drives the quality and usability of public realm, transport, wellbeing and community facilities.
- Working with responsible services, in association with Finance colleagues, ensure accurate and transparent accounting practices and tracking of infrastructure monies. Ensure S106, CIL and MCIL regulatory compliance and

monitoring and reporting of programmes, projects, outcomes and impacts are reported to senior leadership team and elected Members on a regular basis.

- To represent and promote the council at a local, regional, and national level including lobbying for, bidding for and helping coordinate investment and funding into the borough to deliver the infrastructure needed to deliver the Local Plan and Sustainability objectives.
- To proactively explore opportunities to generate income for the Council, and deliver infrastructure through innovative and creative partnerships with the public sector, private sector and other agencies.

### **Key accountabilities**

- Be accountable for securing, collecting, monitoring, statutory reporting and management of the council's S106, CIL and MCIL monies, using the Exacom system, working closely with multiple services across Council to deliver the infrastructure that the borough needs.
- Be the principal advisor on S106, CIL and MCIL policy and governance.
- Develop and maintain a high performing professional team and proactive sharing of data and intelligence that is easily accessed and applied by multiple services across the Council, which includes ownership and promotion of the Exacom system and related mapping tools.
- Establish and maintain effective partnership working to promote the work of the team and engage with the wide range of regular partners in delivery, including but not limited to other Council Services, Members and their advisers, central government departments, regional and sub-regional statutory consultees and stakeholders including Transport for London and other transport and delivery bodies, the business community and the local community including representative interest groups and organisations
- Lead on overseeing that accountable services produce operational delivery plans and programmes which specify outcomes, resource requirements, and appropriate performance measures and impact metrics and report on these at least annually.
- Oversee the development, coordination and enhancement of the Council's corporate governance approach to S106 & CIL, to include regular review, monitoring, reporting and assessment against the Council Plan, the Local Plan and the Infrastructure Delivery Plan.
- Mentor and manage staff in the Services areas for which the role is accountable, and play a proactive part in governance, including the delivery of service plan objectives and other service improvements as directed.
- Work closely with OPDC to ensure approach to S106 and Cil is beneficial for the borough and the delivery of the Council's strategic Plan.

- Responsible for establishing, developing and keeping under review the structures, procedures and working methods for your team and the wider service to ensure an integrated, effective and efficient approach to the delivery of services and to maximise the use of new technology to both improve services and generate efficiency savings.
- To keep abreast of changes to national approach to infrastructure funding and ensure that Ealing is ready to implement changes brought through at national level.

### **Key performance indicators**

- Implementation and running of Council CIL
- Delivery of the council's Infrastructure Delivery Plan.
- Robust corporate governance approach to its S106 and CIL functions (including MCiL), maintaining an effective monitoring and evaluation framework, including financial and systems controls, target setting, performance management, monitoring, reporting and business planning..
- Efficient and effective team.

### **. Key relationships (internal and external)**

- Council Service departments who develop complementary policy and/or are responsible for utilisation of S106/CIL monies.
- Members and local councillors.
- The Greater London Authority (GLA) and Transport for London (TfL)
- The Old Oak and Park Royal Development Corporation (OPDC).
- Ealing communities, developers, investors, and landowners.
- West London Alliance (WLA) and neighbouring boroughs.
- Local Government networks

### **Authority level**

- Responsible, under delegated authority, for the preparation and management of service budgets, ensuring compliance with all relevant internal and external regulations, the achievement of value for money and the management of any financial risks.
- Actively manage income opportunities with a view to effective resourcing of key activities, and where opportunity exists with the objective of providing a self-funding/full cost recovery service.
- Directly manage the Service team, any occasional external consultants, and deputise for the Assistant Director for Planning, Design & Sustainability as necessary and assist in the objective setting, appraising and work programme setting of the wider service.

- To take a lead role in ensuring policy and project compliance with corporate and Council procedures, and best practice information and guidance.

## Person specification

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### Essential knowledge, skills and abilities

1. Detailed and extensive knowledge and expertise in Land use Planning and infrastructure planning.
2. Detailed and demonstrable knowledge of CIL regulations, S106 and planning matters in London, including MCIL.
3. Detailed and extensive knowledge and expertise of key project management techniques, tools and processes to enable successful project delivery.
4. Knowledge of politics and the political reporting processes within a local government environment.
5. Sound knowledge of the issues facing local government and those relevant to service/functional responsibilities, together with the legal, financial, and political context of public sector activity.

### Essential qualification(s) and experience

1. Eligible for or working towards a relevant professional qualification, such as Royal Town Planning Institute (RTPI) or Royal Institute for Chartered Surveyors (RICS).
2. Experience of working on CIL and S106 matters.
3. Extensive experience of IT systems, utilising and understanding financial spreadsheets and other budget management and finance tools.
4. Experience of managing multiple members of staff, on multiple projects and/or programmes at any one time.
5. Experience of managing budgets, for large scale projects and/or programmes.
6. Experience of managing team budgets.
7. Experience of providing sound advice to Members, Councillors, senior officers, partners and local groups on complex technical and strategic issues and programmes, including presenting reports to Management Boards and to other groups and partnerships.
8. Experience working with a range of stakeholders, including National and Regional government.
9. Track record of using performance management solutions to deliver measurable improvements in service delivery and to meet business objectives.

## Values & Behaviours

<b>Improving Lives for Residents</b>	<b>Trustworthy</b>	<b>Collaborative</b>	<b>Innovative</b>	<b>Accountable</b>
<ul style="list-style-type: none"> <li>• Is passionate about making Ealing a better place.</li> <li>• Can see and appreciate things from a resident point of view.</li> <li>• Understands what people want and need.</li> <li>• Encourages change to tackle underlying causes or issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Does what they say they'll do on time.</li> <li>• Is open and honest.</li> <li>• Treats all people fairly.</li> </ul>	<ul style="list-style-type: none"> <li>• Ambitious and confident in leading partnerships.</li> <li>• Offers to share knowledge and ideas.</li> <li>• Challenges constructively and respectfully listens to feedback.</li> <li>• Overcomes barriers to develop our outcomes for residents.</li> </ul>	<ul style="list-style-type: none"> <li>• Tries out ways to do things better, faster and for less cost.</li> <li>• Brings in ideas from outside to improve performance.</li> <li>• Takes calculated risks to improve outcomes.</li> <li>• Learns from mistakes and failures.</li> </ul>	<ul style="list-style-type: none"> <li>• Encourages all stakeholders to participate in decision making.</li> <li>• Makes things happen.</li> <li>• Acts on feedback to improve performance.</li> <li>• Works to high standards.</li> </ul>