

Job Description

Assistant Compliance Officer (Planning Obligations/CIL)

Level 3

Responsible To:

Senior Compliance Officer (Planning Obligations/CIL)

Responsible For:

N/A

About the job:

- To deliver the day-to-day operations of the Community Infrastructure Levy (CIL) service including processing applications, serving relevant notices and collecting monies
- To be responsible for the specific and accurate record keeping and tracking of CIL and Section 106 planning obligations
- To assist, if required, with the delivery on any necessary improvements to the service including any new procedures, software systems and improvements to the customer experience.

Role:

- To assist with delivering the frontline service for CIL including being a point of contact for customers, colleagues and elected members and liaising with managers.
- To assist with the information management and monitoring of S106 agreements, including tracking relevant developments from planning permission to practical completion
- To be responsible for minor CIL applications including ensuring calculations are accurate and the appropriate statutory process is followed for notifying and collecting the monies
- To work closely with planning officers on a daily basis
- To administer correspondence relating to CIL including complaints, reviews and formal appeals and to assist the Senior Compliance Officer and Compliance Team Leader in compiling case files when required.
- Responsible for regular, accurate record keeping and regular monitoring of the CIL and Section 106 systems.
- To assist the Compliance Officers (Enforcement) as required with tasks such as monitoring and recording pre-commencement conditions.

Responsibilities:**Team:**

- You will work with your colleagues to prioritise team objectives over individual objectives.
- You will support and respect your colleagues at all times.
- You will work together to share knowledge and experiences to improve your service.
- You will participate in development activities as required.

Corporate:

- You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
- You will actively engage with customer care, value for money and performance management.
- Your duties will be carried out in line with our equality scheme.
- You will be compliant at all times with GDPR and data protection legislation.
- You will constructively participate in communication and promotional activities.

Organisational:

- You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
- You will support an inclusive culture which provides opportunities for everyone to participate and progress.
- You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council's priorities and objectives are met.
- You will positively promote and represent the Council at all times.

What the successful candidate will have:**Qualifications**

- A good general standard of education, including English Language (5 GCSE or equivalent Grade C) or equivalent)
- Driving licence

Experience

- Experience of working in Local Government in either Planning or related discipline (Desirable)
- Experience of dealing with customers/Members on a variety of levels (Desirable)

Knowledge

- A good understanding of town planning legislation, policy and guidance, or the clear ability to become fully conversant with it in a timely fashion

Skills & Abilities

- Excellent communication and presentation skills
- Ability to work as part of a team
- Excellent customer care skills
- Ability to manage and prioritise own workload with limited supervision
- Flexibility in responding to changing demands and willingness to be fully engaged in service improvements
- Good computer skills and ability to work on a range of systems

Our Values & Behaviours

Customer Focused - We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service.

Forward Thinking - We solve difficult problems by being adaptable, resilient, and innovative.

Working Together - We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services.

Making a Difference - We make a positive difference for our communities by being helpful and going the extra mile.

Delivering Quality Services - We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome.