

## JOB DESCRIPTION

JOB DETAILS	
<b>Post title:</b>	<b>S106 Officer</b>
<b>Post grade:</b>	<b>E</b>
<b>Directorate:</b>	<b>Growth</b>
<b>Section:</b>	<b>Planning Policy</b>
<b>Reporting to:</b>	<b>Director of Growth (in the interim)</b>
<b>Line manager:</b>	<b>No</b>
<b>Date updated:</b>	<b>July 2025</b>

MAIN PURPOSE OF JOB
<p>To ensure S106 processes are in place and information is up to date on the relevant council information systems</p> <p>The S106 Officer will provide day to day management of S106 legal agreements to ensure that the provisions within them are recorded and enacted efficiently</p> <p>Carry out day to day organisational and administrative tasks to monitor S106 Agreements, including the application of planning obligations when due, in particular ensuring that payments are collected on time; and ensuring that funding secured is allocated to the appropriate person / body in order that the planning obligations can be completed within the correct periods.</p>

SPECIFIC DUTIES
<ul style="list-style-type: none"> <li>• To create, update and maintain computer records relating to Section 106 on Uniform and Exacom.</li> <li>• To develop, implement and enhance S106 processes.</li> <li>• To monitor progress on S106 agreements and identify whether contributions are due through internal sources and liaison with developers.</li> <li>• To work with the Finance team regarding the calculation of contributions and enter data relating to payments received into relevant databases.</li> <li>• To communicate with internal services regarding S106 monies received and advise on intended purposes.</li> <li>• To assist with the electronic management of S106 monitoring data including the recording of progress on S106 spending and assist with the preparation of written monitoring reports.</li> <li>• Work with the CIL Manager in the preparation of the annual S106 report.</li> <li>• Recording payments and allocating funds to the relevant projects.</li> <li>• To develop and establish a 'database' for the administration, recording, collection, monitoring, and reporting of s106 financial and non-financial obligations.</li> <li>• To develop relevant standard operating procedures, protocols, and guidance.</li> <li>• Take a proactive role in monitoring of trigger points, including monitoring commencement notices and work with other council departments to identify commencement and trigger dates.</li> <li>• Liaising and communicating with key stakeholders, including Gloucestershire County Council, CIL team and developers.</li> <li>• Assist with responding to Section 106 correspondence and related enquiries, including Freedom of Information requests.</li> <li>• Work with the Community Development team regarding the S106 Panel and general monitoring and distribution of funds.</li> <li>• Attending and assisting with the S106 officer working group</li> <li>• Maintain knowledge of current S106 legislation.</li> </ul>

- Ensuring that services are delivered in compliance with existing and new Health and Safety legislation and the Council's Health and Safety Policy, and ensuring that duties are pursued in a safe manner with due regard to the Health and Safety of yourself and others.
- To adhere to all Council Policy, in particular Equal Opportunities.
- To undertake any other duties properly assigned from time to time by the Director of Growth which are appropriate to the grade and character of the post.
- To undertake any other duties properly assigned by the Director of Growth and to be committed to supporting the creation of a customer focus point within the Council whilst achieving excellence throughout this authority.

## ORGANISATIONAL CHART

Director of Growth



S106 Officer

## KEY WORKING RELATIONSHIPS

- Development Management
- Planning Policy
- CIL Team/Manager
- Finance Team
- One Legal Services & Planning Solicitors
- Community Development Team / Community and Place Development Officers
- Corporate Services
- Gloucestershire County Council

## RESOURCES

No budget responsibilities.

Responsible for requesting, recording and monitoring major information relating to financial contributions.

## PHYSICAL DEMANDS

Expected to work within the office environment with some lone working from home.

## MENTAL DEMANDS

Dealing with large amounts of data and financial information.

## WORKING ENVIRONMENT

A mixture of office working and working from home in line with Council Policy.

## ALL STAFF RESPONSIBILITIES

To adhere to all Council Policies, in particular Equal Opportunities.

To undertake any other duties properly assigned from time to time by your line manager which are appropriate to the grade and character of the post.

To be committed to the principles of equality, diversity and the ability to treat everyone who you come in contact with dignity and respect.

Tewkesbury Borough Council is committed to the principles of safeguarding and promoting the welfare of all children, young people and vulnerable adults; therefore, all employees have a responsibility and duty of care to report safeguarding issues they become aware of or witness.

## HEALTH AND SAFETY

Ensuring that services are delivered in compliance with existing and new Health and Safety legislation and the Council's Health and Safety Policy and ensuring that duties are pursued in a safe manner with due regard to the Health and Safety of yourself and others.

## PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Educated to GCSE Level or equivalent (including Maths and English to Grade C/ level 4 or above or equivalent).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
Educational attainments to A - level or equivalent.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form
Qualification in Planning.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form
EXPERIENCE	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Understanding of S106 and/or CIL within the development sector.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form and Interview
Maintaining electronic filing, recording or monitoring systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form and Interview
Experience of working in a planning sector.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form and Interview
Experience of working in an environment requiring interaction with the public.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form and Interview
An understanding of the development sector.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form and Interview
Experience using Exacom and Uniform software.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form and Interview
SKILLS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Proficient in the use of IT including competency at using MS word, excel and Teams.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form and Interview
Ability to follow instructions and procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

Excellent communication skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Excellent organisational skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Attention to detail and ability to be accurate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form and Interview
Ability to manage own workload effectively and work independently.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Demonstrates numeracy skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Ability to effectively manage, analyse and present findings and data.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
<b>BEHAVIOURS / ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
Committed to undertaking further training to develop appropriate skills and knowledge.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Self-motivated and willing to use own initiative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Committed to working for an employer that values diversity and equality of opportunity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Friendly, approachable manner who can work well with other people.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Willing to suggest new ideas and promote innovative solutions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Full UK driving license.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form