

# Job Description and Person Specification

Role: Monitoring & Funding Officer



# Job Description

<b>Job Title</b>	Environmental Services Funding and Monitoring Officer
<b>Grade</b>	G7
<b>Service</b>	Environmental Services
<b>Reports to</b>	Environmental Services Project Manager
<b>Location</b>	Whitley Depot
<b>Job Evaluation Code</b>	A6115



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role

- To provide comprehensive support and assistance to project and contract managers in the Environmental Services team,
- To assist in the responses to planning applications which are relevant to Environmental Services
- To help identify and secure funding associated with Section 106 of the Town and Country Planning Act 1990 .
- To monitor and record progress of development and infrastructure delivery across the City including the monitoring and delivery of projects associated with Section 106 agreements and similar projects based on external funding streams.

## Main Duties & Key Accountabilities

- Digital recording and management of the Council's Planning Obligations GIS dataset for public access purposes.
- Work in collaboration with Planning Officers and the wider Environmental Services team to develop robust S106 agreements that are responsive to the infrastructure needs of the city.
- To provide clear instruction to landowners and developers to ensure that S106 negotiations secure appropriate provision, which includes triggers for delivery, nomination rights and local connection.
- To record, review, respond and monitor planning applications received into the service, ensuring that any issues and concerns are addressed as appropriate.
- To develop and apply relevant schedule of rates across Environmental services to ensure that correct calculations are applied.
- To work with the Planning Team to ensure that costs used in the calculation of offset funding for the Open Space and Biodiversity SPDs are kept up to date and reflect changes in inflation etc.
- To organise, maintain and develop a system of regular monitoring of the implementation of S106 planning obligations.
- To assist with and ensure a prompt response to information requests and enquiries from members, the public, developers, other departments and external bodies and organisations relevant to funding received to the Council.

- To support the service, contributing to the successful implementation of the capital and grant funded programme and section 106 planning contributions.
- Support the service in the preparation and submission of capital, core and project funding bids to appropriate organisations.
- Support the Environmental Services team in the preparation of tenders and competitive quotes.
- To coordinate a consistent approach to policy framework for S106 legal agreements to support Planning Officers in S106 negotiations
- To ensure that the Council's procedural arrangements for S106 agreements are always fully up to date with policy and legislative changes, and to ensure that any changes in this respect are clearly communicated to both officers and members, including instructing the update of legal precedent documents.
- Monitor Section 106 Agreements and development sites and records to accurately maintain planning and Section 106 records and documents.
- To record, review and monitor documents relevant to service areas
- Allocating funds to projects using appropriate IT software to track those projects.
- To monitor and inform officers of funding opportunities including external grants and other funds as appropriate.
- Contribute to the continuous improvement of project management processes, suggesting and implementing enhancements where necessary.
- Work alongside the Environmental Services management team to provide support on service-specific projects.
- Respond to enquiries and provide information to stakeholders, both internal and external, regarding project activities and financial matters.
- Maintain effective communication channels with project teams, contractors, and external partners to facilitate collaboration and information sharing.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

External	Internal
Contractors and other local government and government bodies	Working in partnership with all internal teams within Environmental Services and other departments such as planning.

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff responsibility:

None

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
Good knowledge of a range of ICT systems and digital skills in the creation and use of Excel, Sharepoint, Word and Office 365 and presentation packages.	
Ability to work positively under pressure, responding positively in difficult or urgent situation	
High level of organisational and interpersonal skills	
Good understanding of the services covered within Environmental Services.	
Ability to work positively under pressure, responding positively in difficult or urgent situations	
Knowledge and experience of the planning process including Section 106 Agreements and understanding of CIL (Community Infrastructure Levy)	
<b>Skills and Abilities</b>	
Ability to interpret, monitor and record progress of planning obligations and planning conditions	
Able to understand, analyse and present complex data	
Ability to interpret planning legislation and complex technical documents and drawings	
Strong interpersonal skills and the ability to work with people at different levels.	
Able to manage and prioritise own work to meet changing deadlines.	
IT skills – able to utilise word processing, Power Point, internet and other council software packages.	
A commitment to people development and the organisational values and behaviours that underpins the culture of the organisation.	
<b>Experience</b>	
Working knowledge of planning including the implementation and monitoring of Section 106	
Understanding of reviewing planning applications	
Experience of GIS related data layers on MapInfo	
Understanding of reviewing planning applications	

Understanding of the framework within which public sector services operate and an awareness of the challenges facing local government
<b>Qualifications</b>
GCSE or equivalent qualifications are required in Math's, English and IT.
<b>Special Requirements</b>

<b>Date Created</b>		<b>Date Reviewed</b>	July 2024
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