**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Senior Infrastructure Funding Negotiator |
| Grade / Salary: | 13 - £50,269 - £53,460 |
| Hours: | 37 per week. We are open to discussions about flexible working. |
| Team: | Infrastructure Negotiation |
| Service Area: | Regulatory Planning Enforcement |
| Primary Location: | County Hall, Oxford OX1 1ND. Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process. |
| Budget responsibility: | No |
| Responsible to: | Infrastructure Negotiation - Team Leader |
| Responsible for: | None |
| Political Restricted Post: | Not a restricted post |

## Job Purpose

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| The purpose of this job is to:Negotiate with developers and LPAs for infrastructure/service financial contributions and the delivery of land and works on behalf of County Council services and, working with Legal Services, securing these in s106 agreements. Ensure an audit trail is maintained of negotiations and decisions. Support Lead Infrastructure Negotiators in work with the Council’s services to understand their required infrastructure needs to support the housing and commercial growth of the County and ensure that the justification for the infrastructure/service is robust and complies with regulations. Represent the Council at planning appeals when defending the County’s infrastructure requests. Support our Organisation, People and Partners to look forward, using analysis and evidence to inform plans, manage risks appropriately and apply insight to ensure the delivery of effective services for our local people.  Drive continuous improvement so we can be even more ambitious for our organisation and communities in the future.   Learn and adapt to deliver positive outcomes in efficient and consistent ways, constructively challenging how services are provided and working together to build on our strengths.    |

## Job Responsibilities

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| As the S106 Senior Negotiator within the team you will: * be the single point of contact for developers, City and District Councils and County Council teams in relation to planning obligation matters
* manage a case load of development sites and negotiate with applicants to secure developer planning obligations in legal agreements to fund required infrastructure and/or the direct delivery of infrastructure by developers;
* check service area responses to planning consultations (Single Response) for key sites and ensure requirements are robust and reflected appropriately
* provide responses on s106 matters to Local Plan and supplemental documents in respect of infrastructure matters
* provide support to the Lead Negotiators
* represent and articulate the County Council’s interests in all dealings with developers, landowners, City & District Councils and others

In undertaking the above you will: * identify, justify, co-ordinate, negotiate and secure funding and delivery of infrastructure to meet County Council service infrastructure needs arising from development proposals in policy & planning documents and planning applications (including pre-application)
* To help present and defend the County Council’s case in relation to infrastructure funding matters at planning appeals as required
* Provide advice on the County Council’s infrastructure and service requirements to the district and City councils in relation to pre-application discussions, applications for development or to inform local plan preparation.
* To ensure that a clear audit trail is kept of negotiations and key decision and that all required approvals are obtained prior to S106 agreements being completed
* To support the Lead Negotiator, if required, in liaising with service areas and District Councils on infrastructure matters
* To be the intelligent client and instruct, manage and monitor production of the legal agreement, consulting with expert officers

Other* Assist in improving the team’s systems, processes and procedures including monitoring and analysis of S106 agreements in accordance with Council policies.
* To provide technical advice to colleagues within the organisation
* Any other duties as may be deemed necessary to carry out the full remit of the role.
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# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| Degree of equivalent qualification in relevant subject area | A  |
| Relevant experience working within the specified area of expertise, planning or legal or infrastructure planning or delivery | A / I |
| Experience of negotiation and good communication skills  | A/I |
| Strong project management skills  | A / I |
| Commercial awareness | A / I |
| Good at relationship building and managing stakeholders | A / I |
| Experience in understanding legal agreements and working with lawyers | A / I |
| Experience of working with and interpreting data  |  |
| Team player with good interpersonal skills | A / I |
| Ability to write clear and succinct reports, manipulate spreadsheets and prepare presentations | A / I |
| Ability to remain calm under pressure and work to tight deadlines | A / I |
|  |  |
| Ability to prioritise, work independently and make frequent decisions on area of expertise and exercise initiative without ready access to more senior management. | A / I |
| Proficient in MS Office skills (Word, Outlook, Excel etc.) and able to use databases to manage workload | A/I  |
| Desirable Criteria | Assessed By: |
| Ability to use GIS and other planning related ICT systems | A / I |
| Member or eligible for membership of the Royal Town Planning Institute or other relevant professional body. | A / I |
| Experience of working with developers and landowners and generally across organisational boundaries |  |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [x]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [x]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [ ]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):       |

Oct 2025