**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides 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.

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| Job Details |
| Job Title: | Technical Lead - Infrastructure Funding Negotiator |
| Salary Grade: | Salary: £54,495- £57,864 | Grade: 14  |
| Hours: | 37 hours a week  |
| Team: | Infrastructure Funding Team  |
| Service Area: | Regulatory Planning Enforcement  |
| Primary Location: | County Hall, Oxford 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: | None |
| Responsible to: | Infrastructure Negotiation - Team Leader |
| Responsible for: | None |
| Job Purpose |
| The purpose of this job is: To lead on negotiations with developers and LPAs to secure the infrastructure/service contributions, delivery of land and works required to mitigate the impact of development proposals on behalf of County Council services and working with Legal Services to secure these in s106 agreements. To ensure that an audit trail is maintained of all negotiations and decisions relating to S106 agreementsTo 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.To be the senior officer representing the Council at appeal (Inquiries and hearings) when defending the County’s infrastructure requests.To be the technical expert on s106 matters for the service |
| Job Responsibilities This is a list of the main duties or tasks that the post holder will be expected to undertake.  |
| As the S106 Lead Negotiator within the team you will: * be the lead negotiator on strategic, major and complex development sites and be the single point of contact for developers, district and county council teams
* manage a caseload of major development sites and negotiate with applicants and LPAs to secure planning obligations in legal agreements required to fund infrastructure and/or the direct delivery of infrastructure by developers;
* check service area responses to planning consultations (Single Response) for strategic and major sites and ensure requirements are reflected appropriately
* provide expert input on S106 matters to planning policy documents internally and externally
* Act as a senior contact for liaison with the relevant Districts or City on infrastructure negotiation matters
* represent and articulate the County Council’s interests in all dealings with developers, landowners, City & District Councils and others
* Provide expert advice, training and support to colleagues and Members on s106 matters

In undertaking the above, you will:* identify, justify, co-ordinate, negotiate and secure funding for county council service infrastructure needs arising from development proposals in policy & planning documents and planning applications (including pre-application)
* provide professional advice to developers as part of the County Council’s input to pre-application discussions on strategic development proposals as required, including through the use of Planning Performance Agreements
* 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.
* represent and articulate the County Council’s interests in all dealings with developers, landowners, City & District councils and others, ensuring compliancy with Government regulations
* 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.
* be responsible for the efficient and effective process and coordination of county council teams involved with S106 requirements.
* be the intelligent client and instruct, manage and monitor the production of the legal agreement, liaising and working closely with service areas, and to progress s106 negotiations and agreements to meet critical timescales (including to meet any KPIs or in PPAs), effectively managing issues and risks .
* To work with County Council services, Members and partners to identify infrastructure required to support delivery of strategic plans and strategies;
* Engage with staff and stakeholders to shape and agree priorities and objectives in line with the service plan and relevant corporate policies and external legislation.
* To contribute to the development of advice, written reports and briefings relating to strategic planning activity to Members, both Council’s Leadership Team, Programme Boards, Committees, MPs, and other stakeholders as required.

Other: * Assist the Team Leader in improving the team’s systems, processes and procedures including monitoring and analysis of S106 agreements in accordance with Council policies.
* To provide technical expert advice to colleagues within the organisation
* Undertake supervision and training of Senior Infrastructure Negotiators as required.
* Any other duties as may be deemed necessary to carry out the full remit of the role.
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# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-values).

Each of the criteria listed below will be measured through; the application form (A), 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. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

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| Essential Criteria | Assessed By: |
| Degree or equivalent qualification in relevant subject area | A |
| Comprehensive knowledge and experience of planning obligations working within the specified area of expertise; planning or legal or infrastructure planning or delivery | A,I |
| Excellent negotation and communication skills and able to build effective relationships with a range of stakeholders | A,I |
| Experience of working with the development industry and a good understanding of development economics and finance |  |
| Experience in understanding legal agreements and working with lawyers | A,I |
| Able to work independently within a small team but also be a team player with good interpersonal skills | A,I |
| Ability to use own initiative and analyse situations quickly | A,I |
| Highly organised with strong project management skills |  |
| .Ability to write clear and succint reports, manipualte spreadsheets and prepare presentations | A,I |
| Ability to remain calm under pressure and work to tight deadlines | A,I |
| Proficient in MS Office and ability to use spreadsheets and databases to manage casework and to maintain effective record keeping |  |
| Desirable Criteria | Assessed By: |
| Experience of management or supervision of staff | A, I |
| Experience in working within Local Government | A |

# 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 include:

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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 |
| [ ]  | 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.

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| Health & 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).  |
| [ ]  | 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 WCC vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | 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 |
| [x]  | 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 |
| [ ]  | Other (please specify): |       |

Oct 2025