

# Job Description

## Section A: Job Profile

### Job Details

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title:                 | Infrastructure Negotiation Team Leader                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Salary:                    | £59,008 to £62,422                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Grade:                     | Grade 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Hours:                     | 37 per week. We are open to discussions about flexible working.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Team:                      | Infrastructure Negotiation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Service Area:              | Regulatory Planning Enforcement (within Economy & Place)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Primary Location:          | County Hall, Oxford OX1 1ND.<br><br>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:     | Responsible for legal agreements securing funding in excess of £50m a year for County Council infrastructure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Responsible to:            | Operational Manager – Transport Development Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Responsible for:           | Lead and Senior Negotiators (up to 5 posts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Political Restricted Post: | Not a restricted post                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

### Job Purpose

Responsible for the daily management and operation of the Infrastructure Negotiation Team for the County. The post holder is required to lead the team, provide guidance, advice and support, to ensure a high quality, timely service that delivers value for money for its customers in line with legislative requirements and the council's policies and practices.

Your team will have responsibility for identifying and securing necessary funding and land in a Section 106 agreement, primarily for education, adult day care, libraries, extra care housing, household waste and recycling centres, and archaeology, on behalf of service areas to support growth in Oxfordshire, at all stages of the planning process. You will have a role in supporting these teams in Section 106 matters. The post holder will deputise for the Operational Manager – Transport Development Manager when required.

An essential element of your role will be to look at continued business improvement of the team and the Section 106 processes to make them more efficient and effective to support the delivery of development and to maintain and build good working relationships with the Local Planning Authorities.

As Infrastructure Negotiator Team Leader, the post holder will be accountable for the following activities:

- Managing a team of professionals to deliver the infrastructure negotiation function, including leading and advising on the most complex negotiations for contributions and land in respect of strategic housing and employment sites working with Local Planning Authorities, infrastructure providers, developers and landowners including attending planning appeals.
- Managing the operational effectiveness of the infrastructure negotiation team, including finance and budget reporting/forecasting, procurement processes, contract management, performance and risk management.
- Ensure effective liaison and input on Section 106 with local planning authorities and developers at all stages of the development pipeline, including pre-applications discussions and planning application stage.
- Ensure that appropriate levels of both financial and direct infrastructure provision are secured through appropriate legal agreements for all developments across Oxfordshire.
- Working with the Operational Manager to identify and evaluate the opportunities for income generation aimed at improving services and delivering new revenue streams, particularly with pre-application advice, and planning support to the capital programme.
- Working with the Operational Manager to deliver relevant parts of the Service Plan.
- Ensure that all members of the team are managed and supported, with regular one to one/12.3.2 meetings, clear objectives and a training and development plan.
- Act as an escalation point in relation to queries or issues that cannot be resolved by Senior Officers/team members.
- Supporting and enabling colleagues to embed systems to achieve continuous improvement, establishing challenging performance goals and reporting progress.
- Ensure Appeals procedures, submissions, and representations are adhered to for Planning Inspectorate requirements.
- Where required act as Councils expert witness at appeal hearings and local plan examination.

To work with our Residents, Staff, Members, Partners and Suppliers to ensure the delivery of required outcomes, in a consistent way, using the right skills and the most appropriate delivery methods.

To drive continuous improvement so we can be even more ambitious for our organisation and communities in the future.

To 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.

To 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.

The postholder will be expected to provide the Operational Manager – Transport Development Manager with detailed information on the operational issues, financial position, service delivery and management of staff to enable effective service planning and decision-making.

The role will require working with members of the Senior Leadership Team, other Senior Officers, Elected Members, Professional Suppliers, Communities and other District Council and other Partners, therefore being able to build working relationships and effectively communicate complex, professional advice to a wide audience is essential.

## Job Responsibilities

### Team Leadership and management

- To lead, inspire and motivate the direct team, through the efficient and effective management of services, staff and resources.
- Develop a workforce plan within the team and the Operational Manager, ensuring that there is sufficient resource and managing any recruitment within the team.
- Undertake any HR processes within the team, including onboarding and induction, one to one/12.3.2 meetings, and investigations.
- Create a clear sense of ambition, performance and ownership of objectives through the effective use of performance management processes ensuring delivery of required service standards.
- Embed a culture of continuous improvement, building skills and knowledge amongst staff across the Infrastructure Negotiation Team. Implement improvement programmes. This may include the delivery of training to the team, colleagues or members. Lead and advise on complex negotiations for contributions and land in respect of strategic housing and employment sites working with Local Planning Authorities
- Ensure the Infrastructure Negotiation Team act as the lead team on securing non-transport Section 106 funding provide robust responses to District Planning consultations, accurate instructions to Legal Services and negotiate and co-ordinate the timely completion of Section 106 agreements.
- Ensure that all internal processes and procedures relating to the completion of Section 106 agreements are complied with and that there is an audit trail of Section 106 requests and negotiations.
- Work with the Planning Obligations Team to ensure the streamlining of Section 106 provisions assists with the monitoring and, interpretation of Section 106 agreements to ensure accurate uploading of agreement details and efficient collection of developer contributions.
- Ensure the County Council submits statements to the Planning Inspectorate to the required deadlines and the Council is represented at Planning Hearings and Inquiries.
- Identifying new opportunities for income generation, including reviewing the pre-application charging schedule, delivering services to other authorities/partner organisations and maximising monitoring income.
- Work with the Operational Manager to develop a workforce plan within the team, ensuring that there is sufficient resource and managing any recruitment within the team.

### Strategy and Decision Making

- To ensure the delivery of the aims and ambitions of the Council, as set by the Council's Leadership Team, specifically relating to infrastructure funding negotiations.
- To work closely with colleagues across the Directorate to embed more efficient and effective business processes, enabling the achievement of financial targets and savings.
- To work with the Operational Manager on implementation of the planned transformation goals of the service.
- Through detailed understanding of local, regional and national planning policy and infrastructure standards, make decisions affecting nature and scope of development and supporting infrastructure planning and delivery.

### Relationships and Stakeholder Management

- To build and promote relationships across the Council, its Suppliers and other Partners while delivering effective and consistent services, which represent value for money and exemplary service delivery.
- To engage and build key relationships with the District Councils, promoters/developers, consultants and key employers. To consider the views of local members, local groups that have an interest in placemaking and making new development high quality and integrated.
- Engage with staff internally and externally to shape and agree priorities and objectives in line with the service plan and relevant corporate policies and external legislation.
- Carry out complex negotiation with clients in relation to S106 agreements, giving consideration to NPPF guidelines, viability and County Council interests

- To contribute to and oversee the development of complex and detailed advice, written reports and briefings relating to development activity to Members, both Council's Leadership Team, Programme Boards, Committees, MPs, appeal hearings and other stakeholders as required.

#### Technical / Professional

- Exercising authority delegated by Members to take decisions on infrastructure funding negotiations.
- To ensure the necessary mitigation is secured to make development acceptable in planning terms are identified.
- To ensure that legal agreements required to secure mitigation/improvements are promptly instructed and to negotiate, where appropriate, off-site transport infrastructure works and/or contributions.
- To respond to and manage pre-applications and Planning Performance Agreements from Developers and / or District Councils related to new development in a timely manner.
- To represent the County Council at planning committees, public meetings and Public Inquires including production of reports and proofs of evidence, as necessary.
- To promote a strong customer service focus and provide an excellent level of customer care
- Provide expert advice to County Council officers across numerous service areas on Section 106 and CIL legislation and practices including the provision of training.
- Ensure that Section 106 agreement drafting best protects the interests of the County Council in the delivery of infrastructure and services.
- Ensure an up to date familiarity and understanding of the legislative basis and practice of planning law in relation to infrastructure funding and related negotiations.

Any other duties as may be deemed necessary to carry out the full remit of the role.

## **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.

| <b>Essential Criteria</b>                                                                                                                                                               | <b>Assessed By:</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Educated to degree level or substantial equivalent experience in a related field of planning, development, infrastructure delivery                                                      | A                   |
| Excellent knowledge of the planning system and the legislation relating to developer contributions                                                                                      | A / I               |
| Substantial knowledge and experience in relation to negotiating S106 agreements for large scale / strategic and complex development proposals                                           | A / I               |
| Experience of addressing a planning inquiry and / or court                                                                                                                              | A / I               |
| Substantial experience of direct line management or supervision of staff to deliver a planning applications service in line with achieve performance standards and statutory timeframes | A / I               |
| Experience in driving business process, performance and policy improvements                                                                                                             | A / I               |
| Ability to use own judgment in a range of situations, dealing with complex case issues and sensitive situations                                                                         | A / I               |
| Have political awareness, ability to work under pressure, and to maintain good relationships with stakeholders with conflicting interests                                               | A / I               |
| Have astute financial awareness and substantial experience working with high value receipts and expenditure                                                                             | A / I               |
| Excellent communication, presentation and negotiation skills, with the ability to prepare clear and concise reports                                                                     | A / I               |
| Understanding and experience using data, insight and performance measures to assess the impact of services and inform decisions and service planning to improve outcomes.               | A / I               |
| Proficient in MS Office skills (Word, Outlook, Excel etc.)                                                                                                                              | I                   |
| <b>Desirable Criteria</b>                                                                                                                                                               | <b>Assessed By:</b> |
| Management qualification (NVQ Level 3 or equivalent)                                                                                                                                    | A / I               |
| Experience in dealing with viability matters                                                                                                                                            | A / I               |
| Ability to drive                                                                                                                                                                        | A / I               |
| Knowledge of planning ICT systems                                                                                                                                                       | A / I               |
| Knowledge of geographical area                                                                                                                                                          | A / I               |

## 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](#)

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

|                          |                                                                                      |                          |                                                                                             |
|--------------------------|--------------------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Enhanced Disclosure and Barring Service check with Children's and Adults Barred List | <input type="checkbox"/> | Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check |
| <input type="checkbox"/> | Enhanced Disclosure and Barring Service check with Children's Barred List            | <input type="checkbox"/> | Enhanced Disclosure and Barring Service check with Adults Barred List                       |
| <input type="checkbox"/> | Standard Disclosure and Barring Service check                                        | <input type="checkbox"/> | Basic Disclosure                                                                            |
| <input type="checkbox"/> | Disqualification for Caring for Children (Education)                                 | <input type="checkbox"/> | Overseas Criminal Record Checks                                                             |
| <input type="checkbox"/> | Prohibition from Teaching                                                            | <input type="checkbox"/> | Professional Registration                                                                   |
| <input type="checkbox"/> | Non police personnel vetting                                                         | <input type="checkbox"/> | Disqualification from Caring                                                                |
| <input type="checkbox"/> | 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).

|                                     |                                                                                                                              |                                     |                                                                                                                                                            |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>            | Provision of personal care on a regular basis                                                                                | <input type="checkbox"/>            | Driving HGV or LGV for work                                                                                                                                |
| <input type="checkbox"/>            | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | <input type="checkbox"/>            | 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) |
| <input type="checkbox"/>            | Working at height/ using ladders on a regular/ repetitive basis                                                              | <input checked="" type="checkbox"/> | Restricted postural change – prolonged sitting                                                                                                             |
| <input type="checkbox"/>            | Lone working on a regular basis                                                                                              | <input type="checkbox"/>            | Restricted postural change – prolonged standing                                                                                                            |
| <input type="checkbox"/>            | Night work                                                                                                                   | <input type="checkbox"/>            | Regular/repetitive bending/ squatting/ kneeling/crouching                                                                                                  |
| <input type="checkbox"/>            | Rotating shift work                                                                                                          | <input type="checkbox"/>            | Manual cleaning/ domestic duties                                                                                                                           |
| <input type="checkbox"/>            | Working on/ or near a road                                                                                                   | <input type="checkbox"/>            | Regular work outdoors                                                                                                                                      |
| <input checked="" type="checkbox"/> | Significant use of computers (display screen equipment)                                                                      | <input type="checkbox"/>            | Work with vulnerable children or vulnerable adults                                                                                                         |

|                          |                                                                              |                                     |                                                                                                       |
|--------------------------|------------------------------------------------------------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Undertaking repetitive tasks                                                 | <input checked="" type="checkbox"/> | Working with challenging behaviours                                                                   |
| <input type="checkbox"/> | Continual telephone use (call centres)                                       | <input type="checkbox"/>            | Regular work with skin irritants/ allergens                                                           |
| <input type="checkbox"/> | Work requiring hearing protection<br>(exposure to noise above action levels) | <input type="checkbox"/>            | Regular work with respiratory irritants/<br>allergens (exposure to dust, fumes, chemicals,<br>fibres) |
| <input type="checkbox"/> | Work requiring respirators or masks                                          | <input type="checkbox"/>            | Work with vibrating tools/ machinery                                                                  |
| <input type="checkbox"/> | Work involving food handling                                                 | <input type="checkbox"/>            | Work with waste, refuse                                                                               |
| <input type="checkbox"/> | Potential exposure to blood or bodily<br>fluids                              | <input checked="" type="checkbox"/> | Face-to-face contact with members of the<br>public                                                    |
| <input type="checkbox"/> | Other (please specify):                                                      |                                     |                                                                                                       |

October 2025