

Job description

Infrastructure Implementation Officer

Immediate team	Infrastructure and Development
Service team	Finance
Line manager's job title	Infrastructure and Development Team Leader
Number of direct reports	None
Salary and grade	£46,402 per year FTE (pro rata), Grade 6
Duration of role	Permanent
Hours per week	24
Location	The designated office base is Abbey House, Abingdon. The councils operate in a truly flexible, and hybrid way where the focus is on outcomes not where you work.
Employing council	South Oxfordshire
Probationary period	Six months
Notice period	One month (G1-7)
Annualised hours apply	Yes
DBS check required	No
Date job description updated	July 2026

About the role and what we're looking for

This is a chance to join our infrastructure and development team at an exciting time. The councils have strong growth agendas to create homes, jobs and improved spaces within our districts. New development generates a need for improved facilities and infrastructure. The delivery of infrastructure is key to achieving our aims and goals and you'll be part of a busy team ensuring that infrastructure is planned and delivered for communities.

This post is part of a wider team of Infrastructure Implementation Officers and the main focus of this role is to manage the completion certification process for community infrastructure secured through Section 106 agreements to be delivered on housing developments in the districts to ensure that these are delivered on time and in accordance with approved permissions. This role will involve working closely with the other internal departments, the councils' external planning contractor as well as developers and will require the post holder to regularly visit developments across the districts. You will also provide professional advice on infrastructure matters and liaise with both internal and external bodies to enable the delivery of infrastructure across the districts.



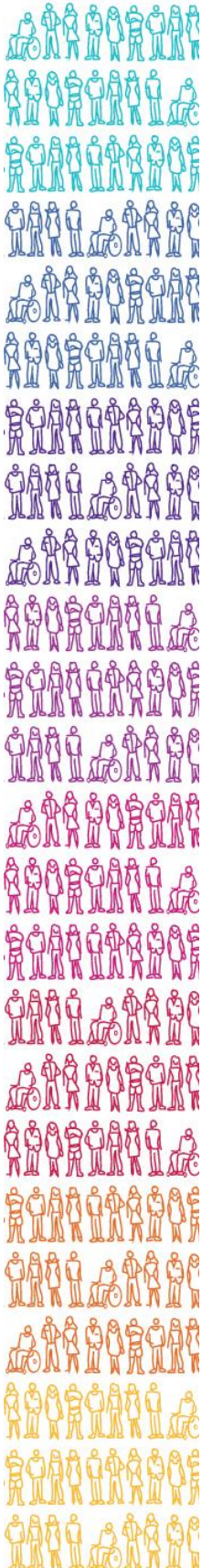
You will need to be enthusiastic, dedicated and have a strong interest in ensuring that communities are provided with the facilities that they need. If that sounds like you then this is the job for you.

Main duties and responsibilities

- overseeing provision of new buildings and other infrastructure as provided through Section 106 agreements is fit for purpose and completed to satisfactory standards
- to liaise with planning officers and provide information on the community needs for infrastructure
- to be familiar with the areas of large housing development (existing and proposed) in the districts
- checking computer records relating to Section 106 agreements and Community Infrastructure Levy (CIL) payments
- to be informed of S106 and CIL funding monies available for community infrastructure
- advise parish council and other organisations regarding the availability and restrictions around infrastructure funding
- assisting third parties with applications for funding
- ensuring contributions are received and spent in accordance with legal requirements and targets
- liaising with and providing information to internal departments, Oxfordshire County Council, parish councils and developers
- preparing spending reports for authorisation and processing payments to third parties in accordance with internal procedures and the constitution
- responding to Section 106 legal agreement/Community Infrastructure Levy enquiries
- respond to consultations on Neighbourhood Plans in respect of community infrastructure needs
- to attend meetings in the community and perform development site visits and inspections
- such other duties as may be required from time to time, including ad hoc projects, surveys or research.

Possible other duties and responsibilities

- creating, updating and maintaining computer records relating to
 - S106 agreements and Community Infrastructure Levy payments
- monitoring development progress in relation to S106 agreements through internal sources, GIS, telephone, email and site visits
- calculating contributions due and raising invoices for the payment of section 106 contributions
- the collection, analysis and reporting of monitoring data
- the presentation of monitoring data using GIS
- preparation of written monitoring reports
- development and maintenance of monitoring indicators to enable the team to assess the success of infrastructure delivery



- other related monitoring work, for example in relation to the Community Infrastructure Levy

The duties may vary from time to time without changing the nature of the post or the level of responsibility and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

About you

Your essential qualifications

1. 2 'A' Levels or equivalent qualifications or level of experience

Your essential skills, knowledge and experience

1. ability to understand and interpret legal agreements
2. understanding of and capacity for statistical work, analytical and problem-solving skills
3. good oral and accurate written communication skills and experience of working in a customer focused environment dealing with the public face to face and on the telephone
4. a good knowledge of MS Word, Excel, Access and PowerPoint, good keyboard skills and an understanding of database systems
5. own a full, clean driving licence and adequately taxed/insured vehicle

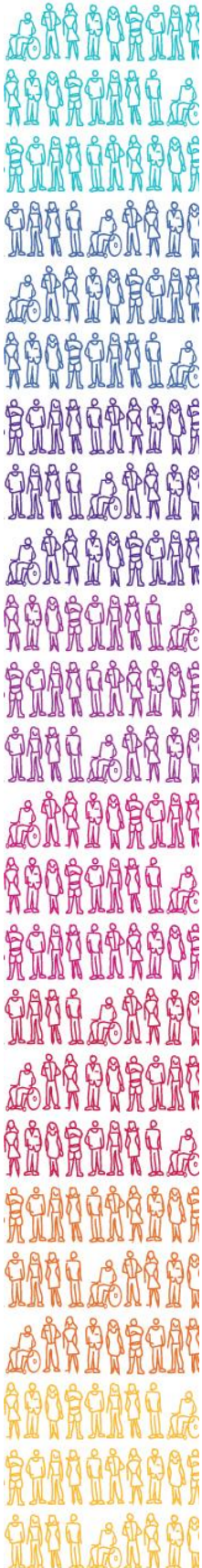
If you have the following experience or qualifications – it's a bonus

- degree or other high-level qualification in planning, finance, law or statistical management
- an understanding of Geographical Information Systems, Financial Management Systems or Content Management Systems
- an understanding of planning procedures and processes
- ability to interpret scale drawings and be able to read Ordnance Survey maps
- experience of working in the public sector

Your style and behaviours

- enthusiastic, self-motivated and able to work under your own initiative
- good self-presentation
- ability to think rationally and logically
- ability to relate well to Councillors and the public
- ability and willingness to take on individual responsibility for work and set daily priorities to meet agreed standards
- ability to work as a team member and contribute to the team
- ability to work corporately
- diplomatic, tactful and able to maintain discretion in difficult circumstances
- able to use own initiative and carry out activities with minimal supervision
- an interest in the built and natural environment

Work related requirements:



This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	Yes
Politically sensitive post	No
DBS check required	No
Full driving licence and use of a car for work	Yes
This role requires you to drive a company vehicle for work	No

About us

Our Vision

We are customer focused and approachable. We are honest and open and are committed to providing high quality cost-effective public services.

Our Values



Working Together

We are a committed professional team, who embrace change and help one another improve



People and Planet

We care about each other and the environment we share



Respect

We act with integrity, and champion diversity and inclusivity



Accountability

We take ownership, do what we say, strive for clarity and welcome feedback



Approachability

We are open, honest and accessible

Our vision and values are important to the councils, and we expect you to support them and embed them in the way we work.

The benefits we offer

- A basic 26 days **annual leave** per annum, rising to 30 days after five years. You also have all the bank holidays to look forward to and time off between Christmas and New Year.
- **Flexible working and annualised hours** – a flexible approach to work that our employees love!
- **Salary pay awards** – most jobs give scope for a pay increase after six



months or the following April (depending on your start date) and we also review salaries each April.

- A generous career average **pension** scheme which includes life insurance of three times your salary
- The opportunity to **purchase a bike** through Cyclescheme (cheaper than directly through a store) so that you can cycle to work!
- Various schemes to **keep you healthy** (reduced gym membership, free swims, free eye tests for DSE users and more)
- We give you two days per year to **volunteer** within the local community.
- A range of resources, support, and activities to help you maintain your **wellbeing** including a monthly wellbeing hour in addition to annualised hours (the ability to work flexibly as long as, over the course of the year, you complete your contracted hours) and annual leave.

How to apply

Having read about our role if you have any questions please email Mark Hewer at mark.hewer@southandvale.gov.uk

If this job excites you please complete our online application at <https://myrecruitment.southandvale.gov.uk/>

We look forward to hearing from you.