

Job Profile

Position Details	
Post	Senior Section 106 Employment and Skills Officer
Service Area	Housing Regeneration and Planning
Reports to	Head of Employment & Skills (currently vacant) Matrix reporting to Head of Socio Economic Regeneration
Grade	PO6
Job Family	To be completed by HR

Role Purpose
<p>The Senior Section 106 (S106) Employment and Skills Officer will drive activities to ensure that maximum employment, skills and social value benefit is realised for Haringey residents through the regeneration activities within the borough (construction and end-use phase) and the Council's procurement activities. The role will also be responsible for ensuring local borough-based businesses can benefit from regeneration and procurement activities through the supply chain opportunities these present. The success of the role will be dependent on the post holder's ability to work collaboratively with a range of internal and external colleagues including: developers and their main contractors, planners and procurement officers.</p> <p>The post holder will be the Council's internal expert on maximising social value from Council procurement activities, including planning obligation, procurement process (via the social value act) and the Opportunities Investment Fund.</p> <p>Reporting to the Head of Employment and Skills the post holder will have a dotted line to the Head of Socio-Economic Regeneration and work closely with Planning Team.</p> <p>This is a newly created role within the Council, presenting a real opportunity for the post holder to be imaginative and entrepreneurial in developing this function.</p>

Main Responsibilities
<ol style="list-style-type: none"> 1. Become the Council's internal expert on maximising employment and skills opportunities from regeneration programmes (construction <i>and</i> end-use); 2. Develop and lead Council's approach/strategy to maximising employment and skills opportunities from regeneration programmes (construction <i>and</i> end-use); 3. Support the Council's Planning Team on skills and training planning obligations to establish a coherent process for ensuring that S106 commitments are built in from the outset and that partnerships with developers can commence earlier; 4. Develop and lead Council's approach/strategy to maximise local business spend through supply chain opportunities for Haringey-based businesses; 5. Work with the business-facing teams within Economic Development and Regeneration to ensure local small businesses benefits from the opportunities from development e.g. meet the buyer events etc; 6. Oversee the delivery of all S106 employment and skills planning obligations monitoring compliance and put in place systems to capture and report on delivery and progress; 7. Work with developers to ensure Skills and Employment Plans (SEP) are comprehensive, building consistency in the Council's approach to SEP developments across the borough; 8. Co-ordinate the review and signing-off of each SEP;

9. Hold developers to account on delivering their SEP and S106 commitments;
10. Work with developers on all regeneration sites – not just the major regeneration sites – inputting and advising on other socio-economic outputs outside of S106 commitments (working with relevant colleagues);
11. Working with S106 Officer within Planning Team to monitor the employment and skills financial contribution and ensure this is spent in line with Corporate strategies;
12. Support Head of Service to develop commissioning plans for S106 skills and training contributions;
13. Work with Tottenham Charter Manager to ensure the Council secures other relevant socio-economic benefits for local residents e.g. work experience placements; curriculum development; supply chain opportunities;
14. Prepare regular progress report for internal stakeholders including elected members
15. Coordinate the Haringey Employment Recruitment Partnership (HERP). As part of this, work with relevant colleagues to identify skills shortages during both construction and post construction phases and develop strategies to address these;
16. Work with external partners, including HERP members and local employment support agencies, to support access to vacancies for local people;
17. Oversee and negotiate employment opportunities arising from other projects, for example Opportunities Investment Fund;
18. Working with procurement team to deliver employment and skills social value from all council procurement exercise - maximising our social value commitments.

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements;
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies;
3. Knowledge and experience of using IT;
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<u>Abilities / Experiences</u>	
Experience of the employment/welfare-to-work and skills sector	Essential
Experience of working with construction industry, developers or businesses on delivering employment, training and skills obligations	Essential
A general understanding of Council's Planning and Procurement Process	Essential
Experience of strategic and operational project development and delivery	Essential
Experience of partnership working and influencing multi-agency approaches to project delivery at a strategic and operational level	Essential
Experience of setting up and managing (monitoring) systems and processes to deliver required results	Essential
Experience of delivering results, working on own initiative and within a team	

environment	Essential
Experience of working within a matrix management environment	Desirable
Experience of working with under-represented groups	Desirable
<u>Qualifications</u>	
Educated to degree level	Desirable
Project management qualification	Desirable
<u>Knowledge / Skills</u>	
Excellent understanding of regeneration activities, including planning obligations and Section 106/CIL expectations	Essential
Ability to build strategic and operational working relationships	Essential
Ability to be flexible and respond positively in a dynamic working environment	Essential
Good understanding of the construction industry	Desirable
Good understanding of social value act	Desirable
Excellent knowledge of the local area and links with key stakeholders	Desirable
<u>Technical / Work-based Skills</u>	
High level of IT skills including MS Office, including Word and Excel.	Essential
Ability to deliver presentations clearly and concisely, conveying complex messages to a wide variety of audiences, including senior managers and councillors	Essential
Ability to develop and manage monitoring systems	Essential
<u>General Skills / Attributes</u>	
Being a self-starter and able to work independently	Essential
Ability to build strong relationships with various stakeholders to ensure mutual benefit	Essential
Excellent interpersonal skills	Essential
A proven ability to deal with a varied and complex workload, including the ability to organise own workload, prioritising a variety of tasks while working under pressure and to strict deadlines	Essential
Attention to detail so that to ensure relationships with organisations and individual applicants receive individual service	Essential

Good at using own initiative and problem solving	
Good analytical skills	Essential
Excellent written and verbal communication skills	Essential
Excellent time management and organisational skills	Essential
High regard for confidentiality and security	Essential
Positive, can-do approach	Essential
	Essential

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <p>Internal</p> <ol style="list-style-type: none"> 1. Head of Employment & Skills 2. Head of Socio-Economic Regeneration 3. Section 106 Officer (Planning) 4. Planning Colleagues 5. Procurement Colleague 6. Delivery Manager, Haringey Employment & Skills Team 7. Apprenticeship Co-ordinator <p>External</p> <ol style="list-style-type: none"> 8. Developers 9. Developer's main contractors 10. Local businesses <p><u>Other Information:</u></p> <p>This position requires the post holder to undergo a DBS (Disclosure and Barring Service) check.</p>

Organisational Structure



