



Cumberland Council

Post Specification

Date	December 2025
PG Number	8874
Post Title	Developer Contributions Lead
Job Family	Organisation Support
Job Family Role Profile	OS14
Final Grade	14

To be read in conjunction with the job family role profile

Service Area description

The Thriving Place service focuses on the planning and delivery of places and an economy that can transform the health, well-being and prosperity of our communities. It seeks to achieve this through the creation of a quality built and natural environment, vibrant and accessible places, business growth and inward investment, the delivery of housing and essential infrastructure and the provision of attractive and engaging public facilities.

Purpose of this post

To lead and manage the end-to-end process for developer contributions, including Section 106 agreements. The postholder will ensure systems and procedures are consistent, transparent, and compliant with legislation, while enabling effective monitoring, reporting, and delivery of infrastructure to support sustainable growth.

Key job specific accountabilities

Strategic Oversight and Process Management

- Lead the coordination and administration of developer contributions across the planning lifecycle.
- Ensure robust systems are in place for tracking, monitoring, and reporting on Section 106 obligations.
- Develop and maintain clear, auditable processes that support transparency and accountability.
- Work closely with legal, finance, planning policy, and development management teams to ensure contributions are secured, collected, and spent appropriately.

Monitoring and Reporting

- Maintain accurate records of all developer contributions, including triggers, payments, and delivery milestones.
- Produce regular reports for internal stakeholders, elected members, and external partners.
- Monitor compliance with legal agreements and initiate enforcement action where necessary.
- Support the publication of the Infrastructure Funding Statement and other statutory returns.

Systems and Data Management

- Oversee the implementation and maintenance of digital systems for managing developer contributions.
- Ensure data integrity, consistency, and accessibility across platforms.
- Identify opportunities for system improvements and automation.

Stakeholder Engagement & Collaboration

- Act as the primary point of contact for developer contributions within the authority.
- Liaise with developers, infrastructure providers, community groups, and other stakeholders.
- Provide guidance and training to internal teams on developer contributions processes.
- Support consultation and engagement on infrastructure priorities and funding allocations.

Governance & Compliance

- Ensure all processes comply with relevant legislation, regulations, and council policies.
- Contribute to audits, risk assessments, and service reviews.
- Support the development of governance frameworks for infrastructure delivery.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none">• To manage developer funding contributions as part of the development process.• To work within the agreed scheme of delegation to ensure services work within agreed budgets.
Staff Management Responsibilities	<ul style="list-style-type: none">• None
Other	<ul style="list-style-type: none">• To represent the Council as required

Essential Criteria - Qualifications, knowledge, experience and expertise

- Strong understanding of planning obligations, CIL regulations, and infrastructure funding mechanisms.
- Experience managing complex data systems and delivering performance reporting.
- Excellent organisational and project management skills.
- Ability to interpret legal agreements and financial data.⁷
- Strong communication and stakeholder engagement skills.
- Experience working in a local authority or public sector environment (desirable).

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	<ul style="list-style-type: none">• Ability to work with members of the public.
Physical Demands	<ul style="list-style-type: none">• Normal office demands (agile working) but there will be a requirement to travel to different operational sites and meetings as required.
Working Conditions	<ul style="list-style-type: none">• Work will be predominately office based with flexibility surrounding office location and homeworking. Some site visits will be required.

Other Factors

- There is a general requirement to manage many different requirements at the same time which calls for high levels of prioritisation, time management and planning skills to ensure that all business needs are met in accordance with agreed timescales and operational service/performance levels.
- There will be periods of work-related pressure from the need to meet tight deadlines and/or respond to conflicting operational and business demands