

You need JavaScript enabled to use this service.

Cookies on Civil Service Jobs

We use some essential cookies to make this website work.

To understand how you use Civil Service Jobs and improve the website we'd like to set some additional cookies.

Accept additional cookies

Reject additional cookies

Senior Policy Advisor - Developer Contributions

Ministry of Housing, Communities and Local Government

Apply before 11:55 pm on Wednesday 26th February 2025



Ministry of Housing,
Communities &
Local Government

Reference number

390004

Salary

£40,669

A Civil Service Pension with an employer contribution of 28.97%

Job grade

Senior Executive Officer

Contract type

Permanent

Business area

(Group: Regeneration, Housing and Planning) [Directorate: Planning Transformation]

Type of role

Policy

Working pattern

Flexible working, Full-time, Job share, Part-time

Number of jobs available

1

Contents

[Location](#)

[About the job](#)

[Benefits](#)

[Things you need to know](#)

[Apply and further information](#)

Location

Bristol, Darlington, Leeds, London, Manchester, Wolverhampton

About the job

Job summary

Do you enjoy building solid working relationships with a variety of stakeholders?

Are you able to consider different sources of information to draw well-judged conclusions?

If so, we have an exciting opportunity for a Senior Executive Officer to join our team at the Ministry of Housing, Communities and Local Government (MHCLG) and we'd love to hear from you!

The Government wants to deliver a pro-growth, pro-infrastructure planning system. This includes radically boosting the supply of housing – delivering 1.5 million homes over this parliament – while ensuring that new homes and places are high-quality and genuinely affordable.

Developer contributions, secured through the Community Infrastructure Levy and section 106 planning obligations, play a vital role in capturing increases in land value to deliver much-needed affordable housing and the wider infrastructure that will mitigate the impacts of new development. The government is committed to strengthening the existing system of developer contributions to ensure that new developments provide necessary affordable homes and infrastructure.

We are recruiting a Senior Executive Officer (SEO) to join MHCLG's Developer Contributions Team to work on the Community Infrastructure Levy (CIL). CIL is a charge which local authorities can levy on new development in their area – it is an important tool to help local authorities deliver the infrastructure needed to support development in their area, such as transport, education and health facilities. The successful candidate will

support the stewardship of the CIL system, including identifying and leading on opportunities for improvement.

The role provides an exciting opportunity to work on an important, technical policy area with considerable parliamentary and external interest. You will be delivering on a ministerial priority with real-world impacts for communities.

About the team

The Developer Contributions team sits within the Planning Strategy Division. We are a friendly, inclusive team with a broad range of professional backgrounds. The Planning Strategy Division plays an important cross-cutting role, joining up work across the wider Planning Directorate and working with housing and regeneration strategy teams. You will have the opportunity to gain bigger picture insight across the Government's ambitious housing and planning agenda.

Job description

As a Senior Policy Advisor your responsibilities will include:

- supporting stewardship of the CIL system, including through regular engagement with CIL-charging authorities and other key stakeholders to build and maintain a strong understanding of how the system is working in practice;

- proactively working with colleagues including lawyers and analysts to identify and scope opportunities to strengthen the system, and leading on key strands of implementation;

- leading on oversight of the CIL appeals process;

- supporting the delivery of primary legislation to enable mayors to raise a Mayoral CIL, as announced in the English Devolution White Paper;

- developing high-quality briefing material for senior decision makers and ministers and leading on correspondence;

- potential for line management responsibilities, coaching and supervising junior members of staff.

Person specification

Essential Criteria:

You will be able to:

- understand detailed regulations, taking a logical and considered approach;
- clearly communicate technical policy issues to a range of audiences;
- collaborate with a diverse range of colleagues and stakeholders;
- use evidence and identify evidence gaps to support decision making;
- take an organised and proactive approach to managing work of self and others.

Desirable Criteria:

- Knowledge / understanding of the planning system.
- Experience of working on primary and / or secondary legislation.
- Confident working with numbers.

Behaviours

We'll assess you against these behaviours during the selection process:

- Making Effective Decisions
- Delivering at Pace
- Seeing the Big Picture
- Communicating and Influencing

Benefits

Alongside your salary of £40,669, Ministry of Housing, Communities and Local Government contributes £11,781 towards you being a member of the Civil Service Defined Benefit Pension scheme. [Find out what benefits a Civil Service Pension provides.](#)

- Learning and development tailored to your role.
- An environment with flexible working options.

A culture encouraging inclusion and diversity.

A Civil Service pension with an employer contribution of 28.97%.

Things you need to know

Selection process details

This vacancy is using Success Profiles (opens in a new window), and will assess your Behaviours and Strengths.

As part of our pre-employment checking process we will be using your CV to confirm your job history. Please note that by providing us with your CV you are consenting to us using the information enclosed as part of the checking process. Unless stated otherwise in the advert, your CV will not form part of the assessment but will be used for information purposes and only shared with the panel at interview stage.

Our application system is designed to remove as much bias as possible from the recruitment system – this means that a hiring manager does not know your name, your details, see your whole application in one go (or have your CV at review stage unless stated otherwise).

Your answers are randomised and chunked up. This means that each assessor views sets of responses to questions, for example all candidates' responses to 'Seeing the Big Picture' rather than seeing a candidate's full application. The science behind this is that recruitment can be subject to ordering and fatigue effects and we want to reduce this as much as possible.

Most of our campaigns utilise multiple assessors and so it is possible that each of your answers would be viewed by different assessors.

When writing your application, remember:

The assessor won't be reading your answers sequentially.

Do not assume that the same assessors will have read all of your answers.

If talking about something in your first answer, make sure that you write the second answer as if you had not written the first (and so on!)

At sift, we will be assessing

Behaviour 1: Making Effective Decisions (lead behaviour)

Behaviour 2: Delivering at Pace

Behaviour 3: Seeing the Big Picture

Behaviour 4: Communicating and Influencing

There is a 250 word limit per question.

In the event that we receive a large number of applications, we may conduct an initial sift using the lead behaviour listed in the advert. Candidates who pass the initial sift may be progressed to a full sift, or progressed straight to assessment/interview.

The interview will be of a blended nature consisting of the following success profiles elements:

Behaviours: Making Effective Decisions, Delivering at Pace, Seeing the Big Picture, Communicating and Influencing.

Strengths: The strength based questions will require natural responses from the candidates.

In the full campaign we will test the below Success Profile Elements:

Behaviours

Strengths

We do not consider direct CV applications to our Recruitment mailbox you must apply for this role via the application link on Civil Service Jobs

Please note that near miss offers may be made at the lower grade to candidates who do not meet the grade criteria for this campaign.

SEO salary

The salary for this role is £44,319 (London) or £40,669 (National).

For existing civil servants, the usual policy on level transfer and promotion will apply and is non-negotiable. If you apply for a role that requires a transfer of location, for example if you are transferring from London to a National location, your salary will be adjusted in accordance with our policy on transfer between HQ pay ranges.

Please note that the average employer pension contribution is based upon the National minimum salary for this role. Should your agreed starting salary for this role be different, the average employer pension contribution will be calculated accordingly. If you are a Seconded, this will not apply as you will remain on your home organisation's terms and conditions.

BENEFITS:

Transfers across the Civil Service on or after 4 October 2018:

Any move to MHCLG from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may however be eligible for other government schemes, including Tax-Free Childcare. Determine your eligibility at <https://www.childcarechoices.gov.uk>

For further information about the benefits available to MHCLG employees, please see the attached Candidate Pack.

GEOGRAPHICAL LOCATION:

Bristol

Darlington*

Leeds

London

Manchester

Wolverhampton

There may be opportunities for candidates to work flexibly depending on the business needs. This will be discussed with the vacancy manager on a case-by-case basis if you are successful for the role.

***Please note:** The Darlington Economic Campus (DEC) is a pioneering new cross-government hub which will bring together people across departments and public organisations to play an active role in the most important economic issues of the day. The work of the Campus will make a real difference to people both across the UK and internationally. There will be substantial career opportunities and exciting prospects - a career at the Campus means you will be working at the heart of Government, with access to the benefits and fantastic opportunities offered by the civil service.

For further information on the DEC, please take a look at the attached DEC candidate pack.

SIFT AND INTERVIEW DATES:

Sifting is envisaged to take place W/C 3rd March 2025 with interview dates to be confirmed. All interviews are currently being held remotely via videocall.

Reserve List

In the event that we identify more appointable candidates than we currently have posts available, we will hold applicant details in a reserve list for a period of 6 months from which further appointments can be made. This may include roles at a lower grade. Candidates placed on a reserve list will be informed of this. Those candidates who do not wish to remain on the reserve list should contact recruitment@communities.gov.uk to be removed from the reserve list.

CTC (Counter-terrorism Clearance):

Important note

Successful candidates for roles based in our 2 Marsham Street building must meet the security requirements before they can be appointed. The level of security needed is counter-terrorist check and the process can take up to 8 weeks to complete.

Please note that successful candidates will need to pass the CTC security checks – this requires you to have been resident in the UK for the past 3 years. Please refer to the MHCLG Notes on Security Clearance section of our Candidate Pack for further information on Counter Terrorism Clearance (CTC). Thank you.

Candidates should also note that with effect from 1st August 2018 the department will also check all applicants who are successful at interview, against the Internal Fraud Database (IFD) held by the Cabinet Office. In accordance with the Civil Service Internal Fraud Policy, any applicant who is included on the IFD will be refused employment by MHCLG. Please see the Candidate Pack for further information on the Internal Fraud Database.

Candidate Pack Information

Please see attached Candidate pack for further information. The candidate pack contains information about the CS Commissioners appeals and complaints procedure.

Before starting your application it is very important to make sure that you are eligible to apply and meet the Civil Service nationality requirements. All candidates are expected to read the information provided in the MHCLG candidate pack regarding nationality requirements and rules

Internal Fraud Database

The Internal Fraud function of the Fraud, Error, Debt and Grants Function at the Cabinet Office processes details of civil servants who have been dismissed for committing internal fraud, or who would have been dismissed

had they not resigned. The Cabinet Office receives the details from participating government organisations of civil servants who have been dismissed, or who would have been dismissed had they not resigned, for internal fraud. In instances such as this, civil servants are then banned for 5 years from further employment in the civil service. The Cabinet Office then processes this data and discloses a limited dataset back to MHCLG as a participating government organisations. MHCLG then carry out the pre employment checks so as to detect instances where known fraudsters are attempting to reapply for roles in the civil service. In this way, the policy is ensured and the repetition of internal fraud is prevented.

For more information please see: [Internal Fraud Register](#)

Feedback will only be provided if you attend an interview or assessment.

Security

Successful candidates must undergo a criminal record check.

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is counter-terrorist check (opens in a new window).

See our vetting charter (opens in a new window).

People working with government assets must complete baseline personnel security standard (opens in new window) checks.

Nationality requirements

This job is broadly open to the following groups:

UK nationals

nationals of the Republic of Ireland

nationals of Commonwealth countries who have the right to work in the UK

nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and

family members of those nationalities with settled or pre-settled status

under the [European Union Settlement Scheme \(EUSS\) \(opens in a new window\)](#)

nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities who have made a valid application for settled or pre-settled status under the European Union Settlement Scheme (EUSS)

individuals with limited leave to remain or indefinite leave to remain who were eligible to apply for EUSS on or before 31 December 2020

Turkish nationals, and certain family members of Turkish nationals, who have accrued the right to work in the Civil Service

[Further information on nationality requirements \(opens in a new window\)](#)

Working for the Civil Service

The [Civil Service Code \(opens in a new window\)](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles \(opens in a new window\)](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

The Civil Service also offers a Redeployment Interview Scheme to civil servants who are at risk of redundancy, and who meet the minimum requirements for the advertised vacancy.

Diversity and Inclusion

The Civil Service is committed to attract, retain and invest in talent wherever it is found. To learn more please see the [Civil Service People Plan \(opens in a new window\)](#) and the [Civil Service Diversity and Inclusion Strategy \(opens in a new window\)](#).

Apply and further information

This vacancy is part of the [Great Place to Work for Veterans \(opens in a new window\)](#) initiative.

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Contact point for applicants

Job contact :

Name : Lydia Mihailovic

Email : lydia.mihailovic@communities.gov.uk

Recruitment team

Email : recruitment@communities.gov.uk

