



Coventry City Council

## Job Description

<b>Job Title:</b>	Senior Town Planner	<b>Job Number:</b>	D2008D
<b>Service:</b>	Streetscene and Regulatory Services	<b>Post Number:</b>	
<b>Location:</b>	City Centre	<b>Grade:</b>	7

### Job Purpose:

Under the general direction of Planning Team Leader:

1. Deliver a high quality Development Management service in a way that contributes to the achievement of the City Council's vision and objectives for a growing and sustainable city.
2. Provide an efficient and effective customer focussed professional planning service to support the sustainable growth and regeneration of the City.

### Main Duties and Responsibilities:

1. Processing all types of applications (major, minor or other) in accordance with the requirements of planning legislation, Government and Council planning policies and to meet the key objectives of the Council. This includes the validation and assessment of technical documents submitted in support of applications and effective negotiation of S106 agreements within the statutory deadlines.
2. To undertake the necessary professional duties associated with representing the City Council in respect of formal proceedings such as Written Representation Appeals or Hearings, including giving evidence as an expert witness as required.
3. To deal with pre-application enquiries and other communications regarding the professional activity of the Service in line with protocol and in a constructive, helpful and timely manner.
4. To represent the City Council in formal and informal public situations in connection with the professional duties of the post.
5. To attend and present at relevant committee and member meetings such as Planning Committee and provide technical support to the Chair of Committee, Cabinet Member and Senior Officers.
6. Provide a Development Management advice service to the Public, Elected Members, other Council Directorates, stakeholders including detailed discussions with internal and external consultees where necessary to ensure the delivery of a high quality customer service.
7. To liaise with other areas of the Directorate and wider City Council as required to perform the duties of the post and to have an awareness of the wider City Council policies and those of partners/adjacent authorities and ensure they are reflected in the professional work of the postholder.

8. To maintain an awareness of good working practices within the areas of professional responsibility and work positively to ensure their implementation. Contribute to the development of processes and assist with the review of policies to meet changes in legislation and other development related factors.
9. To undertake the necessary professional duties relating to the enforcement of planning legislation including the interpretation of technical/legal information, plans and legislation (including case law) making an initial assessment to progress each enquiry based upon the information and evidence received, serve necessary notices, write appeal statements, witness statements and attendance at expert witness at appeal or in court where required.
10. Be proficient in the use of IT systems to ensure appropriate records and files are maintained.
11. Contribute actively to the achievement of a good customer focused approach to service delivery within the section, participating in the development and maintenance of quality systems to ensure continuous monitoring and improvement to service quality and customer satisfaction for the service provider.
12. Be able to work on own initiative and as part of a team, demonstrating flexibility in the approach to work as required by the service.
13. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** -

**Responsible to:** Planning Team Leader

**Date Reviewed:** October 2020

**Updated:** November 2019



Coventry City Council

## Person Specification

<b>Job Title:</b>	Senior Town Planner	<b>Job Number:</b>	D2008D
<b>Service:</b>	Streetscene and Regulatory Services	<b>Post Number:</b>	
<b>Location:</b>	City Centre	<b>Grade:</b>	7

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Knowledge of the purpose and objectives of Town Planning legislation and the role of the local planning authority in their achievement.</li> </ul>
	<ul style="list-style-type: none"> <li>• Knowledge of customer care and the principles of equal opportunities in providing a Development Management function.</li> </ul>
	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the local government structure and political framework.</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Good verbal, written and face to face communication skills to facilitate effective contact with all customers</li> </ul>
	<ul style="list-style-type: none"> <li>• Literate and numerate sufficient to produce reports and other assessments on planning matters.</li> </ul>
	<ul style="list-style-type: none"> <li>• Good map, plan and drawing appreciation skills sufficient to accurately assess physical characteristics of sites, buildings, infrastructure and other features.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to interpret policy set at national level and local level.</li> </ul>
	<ul style="list-style-type: none"> <li>• Good presentation skills sufficient to present information at meetings or in public and convey messages clearly and concisely.</li> </ul>
	<ul style="list-style-type: none"> <li>• An ability to remain calm in difficult circumstances and deal with all customers in a helpful and constructive manner.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to work within established guidelines and to given timescales and deadlines and prioritise work accordingly.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to put into practice high standards of customer care, responding to the different needs of people from a variety of cultures, and people with disabilities.</li> </ul>
	<ul style="list-style-type: none"> <li>• Be proficient in the use of IT packages and have excellent keyboard skills sufficient to access and input data on the computer system and produce reports, briefing notes etc.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to demonstrate a flexible approach to work patterns and systems, work effectively as part of a team and on own initiative.</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of working in a professional planning role, within Local Authority would be beneficial.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Experience of dealing with a variety of applications (Major, Minor and Other) along with appeals by method of written representation and informal hearing</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of using computer databases, and Microsoft packages such as powerpoint, excel, word and outlook</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to travel around the city to undertake site visits.</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Degree or Post Graduate Diploma in Town Planning</li> </ul>
	<ul style="list-style-type: none"> <li>• Membership of a relevant professional body e.g. RTPI or eligible for full membership</li> </ul>

<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• May be required to work outside office hours</li> <li>• Will be required to travel in the course of duties</li> <li>• Willingness to undertake any necessary formal training</li> <li>• Must hold a valid driving licence.</li> </ul>
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**Date Reviewed:** October 2020

**Updated:** November 2019

**THIS POST INCLUDES A GATEWAY TO GRADE PROGRESSION**  
**(subject to manager assessment and business case)**

Criteria for progression to Grade 8 – Principal Town Planner

1. Demonstrate the ability to undertake all aspects of the Principal Town Planner job description with minimum supervision working effectively and efficiently.
2. Demonstrate a comprehensive knowledge of Planning Legislation and Policy and demonstrate the ability to apply it to live projects effectively, with limited supervision.
3. To demonstrate the ability to lead on one off projects, supervising others involved in the project.
4. To have developed and implemented strategic policies, contributing to the objectives of the team.
5. The post holder has demonstrated that they are able to use their knowledge, skills and experience to make significant and original contribution to the development of new initiatives.
6. To have at substantial experience in Development Management at a Local Authority.
7. To demonstrate the ability to guide junior staff on complex issues.
8. Be a full member of the RTPI.