



Job Description and Person Specification

Job Title
Head of Planning Policy & Environment

Job Details	
Grade	SM2
Service	Planning
Location	Friargate
Job Evaluation Code	W0191W

Coventry City Council Values
We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose
Providing strategic leadership for planning policy, environmental protection, ecology, biodiversity, conservation, urban design and heritage. Leading a high-performing, customer-focused function through partnership working, sound advice and effective management of people, budgets and performance. Delivering sustainable development, inclusive growth and high-quality place-shaping, while deputising for the Strategic Lead for Planning when required.

Key Responsibilities and Accountabilities	
Leading the production, review and implementation of planning policy, procedures and guidance, ensuring legislative changes are incorporated and communicated promptly.	
Providing authoritative planning policy advice and presenting reports to elected Members, senior officers, communities and other stakeholders.	
Consulting with Members, residents, communities and stakeholders on planning policy matters and responding clearly to complex or sensitive issues.	
Working with neighbouring authorities and external partners to agree consistent cross-boundary policies and implementation proposals.	
Supporting Coventry communities in the preparation and progression of neighbourhood plans.	
Driving effective cross-divisional and corporate working, contributing to divisional strategy and wider Council priorities.	
Managing service budgets and financial responsibilities proactively, in line with Council policies, procedures and guidance.	
Identifying and progressing appropriate income-generation opportunities for the service.	
Recruiting, selecting, motivating, developing and training employees, while delegating effectively across a diverse team.	
Managing service performance, targets and objectives within a continuous improvement framework.	
Delivering training to elected Members and other Council service areas where required.	
Handling complaints in accordance with Council procedures and promoting a consistently customer-focused approach to service delivery.	

Key Relationships			
External:	Residents and local communities; MPs; developers; investors; neighbouring authorities; external partners; private institutions; relevant professional bodies.	Internal:	Elected Members; Strategic Lead for Planning; Planning Management Team; senior officers; Planning service; other Council services and employees.

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

Planning Policy and Environment Team

Person Specification

Requirements

Knowledge	Demonstrate extensive knowledge of planning policy, and environmental protection, ecology, biodiversity, conservation, urban design and heritage.
Knowledge	Understand economic growth, regeneration and place-making principles.
Knowledge	Apply knowledge of national and regional planning policy and emerging legislative changes.
Skills And Ability	Lead, motivate and manage effectively, using strong organisational, interpersonal, negotiating and influencing skills.
Skills And Ability	Communicate and present complex information clearly to elected Members, community groups, senior stakeholders and private institutions.
Skills And Ability	Coordinate varied policy activities, manage competing priorities and meet agreed deadlines across organisational boundaries.
Experience	Demonstrate senior leadership experience within planning policy and a track record of delivering high-performing planning services.

Person Specification	
Requirements	
Experience	Work effectively in a political environment and advise Members and senior stakeholders on complex planning policy issues.
Experience	Manage budgets, resources, organisational change and diverse staff groups within a continuous improvement environment.
Qualification	Hold a degree-level or professional qualification in Planning and membership of a relevant professional body, such as the RTPI.
Special Requirements	Work outside normal office hours, travel in the course of duties and undertake necessary formal training when required.

Disclosure and Barring Service (DBS)			
Does the role require a DBS check? No			
Find out which DBS check is right for your employee - GOV.UK			
And if so, which type?			
Basic Check ☐	Standard Check ☐	Enhanced Check ☐	Enhanced + barred list check ☐

Declaration			
Reviewed/Created By:	Anne Lynch		
Job Title:	Interim Strategic Lead – Planning	Date:	20 August 2026