

# Job Description and Person Specification

Role: Planning Technician



# Job Description

<b>Job Title</b>	Planning Technician
<b>Grade</b>	5
<b>Service</b>	City Services
<b>Reports to</b>	Customer Liaison and Support Officer
<b>Location</b>	City Centre – One Friargate
<b>Job Evaluation Code</b>	A6132



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our 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:



## About the Service your team will provide

### Purpose of the role

Under the general direction of the Customer Liaison and Support Officer

1. Deliver a high quality Planning 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 comprehensive management reports, databases and online mapping in support of the planning function.
3. Provide technical support for the Planning IT system.

## Main Duties & Key Accountabilities

### Core Knowledge

1. To devise, program and provide comprehensive management reports to the Development Management function. Programming and coding of information, analysis of reports and trends and creating Power BI reports to enable the Development Management Team to manage Planning performance.
2. Providing technical support for the Planning iDOX system.
3. Producing and maintaining GIS technical information to support the Planning Team. Provide regular updates to the Planning GIS system and database to inform Planning Policy and Processes.
4. Produce regular reports and maintain databases to enable the management of discharge of conditions, s106 legal agreements and appeals monitors.
5. Review and maintain the Planning sections on the Council's website.
6. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Local residents, Planning applicants and agents, Statutory and non-statutory consultees, Parish Councils, Neighbouring Authorities	<b>Internal</b> Elected Members, Planning Colleagues (Development Management and Policy and Environment), Housing and Licensing, Highways, Flood Risk and Drainage, other internal colleagues. IT and GIS Team
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## 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.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

### Staff managed by postholder:

Not applicable.

## Person specification

<b>Job Evaluation Code</b>	A5518
<b>Knowledge</b>	
A basic understanding of the planning process	
Knowledge of customer care and the principles of equal opportunities in providing a Planning function.	
Extensive knowledge of Power BI and/or GIS	
<b>Skills and Abilities</b>	
Ability to communicate effectively with a wide range of organisations and individuals including councillors and members of the public, applicants and agents.	
To be numerate and have effective written and verbal communication skills including a neat written presentation	
Accuracy skills and an eye for detail.	
Extensive experience and knowledge of IT packages and specialist computing systems.	
Able to demonstrate a flexible approach to work patterns and systems, work effectively as part of a team and on own initiative.	
<b>Experience</b>	
Relevant experience in a technical role requiring the use of a variety of ICT systems and in particular Power BI and GIS	
<b>Qualifications</b>	

A degree in IT/Computing or Geography with GIS.
Good technical working knowledge of either Power BI and/or GIS
May be required to work outside office hours May be required to travel in the course of duties Willingness to undertake any necessary formal training

<b>Date Created</b>	November 2019	<b>Date Reviewed</b>	July 2024
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