

Job Description and Person Specification

Graduate Town Planner

Job Details	
Grade	4
Service	City Services
Location	City Centre – One Friargate
Job Evaluation Code	A6122

Reports to Planning Team Leader or Planning Policy Manager

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
Delivering a high-quality planning service while developing professional knowledge and experience across a range of town planning disciplines. Supporting Development Management and Planning Policy and Environment functions under the general direction of the Planning Team Leader or Planning Policy Manager. Contributing to an efficient, effective and customer-focused service that supports the Council's vision and objectives for a growing and sustainable city.
Key Responsibilities and Accountabilities

Assisting with processing minor planning applications, lawful development certificates and prior approval applications for permitted development.
Supporting Planning Policy research and contributing to the Local Plan process, Development Planning Documents and Supplementary Planning Documents.
Assisting the Monitoring and Section 106 Officer with performance statistics, policy delivery monitoring and planning appeals through the written representations procedure.
Supporting the Heritage and Urban Design Team with maintaining and updating the Historic Environment Record and associated documents.
Dealing with pre-application enquiries and other professional communications in line with agreed protocols in a constructive, helpful and timely manner.
Supporting officers representing the City Council in formal and informal situations and representing the Council on less complex professional matters where appropriate.
Maintaining awareness of good working practices, contributing to process development, and assisting with policy review and implementation in response to legislation and development-related changes.
Using information technology systems proficiently to maintain appropriate records and files.
Contributing to a customer-focused approach to service delivery and to quality systems that support continuous monitoring, service improvement and customer satisfaction.
Working on own initiative and as part of a team, demonstrating flexibility in response to service requirements.
Participating in a structured development plan that supports learning and development across the various planning disciplines.

Key Relationships			
External:	Local residents and communities; planning applicants and agents; statutory and non-statutory consultees; Parish Councils; neighbouring authorities; other stakeholders.	Internal:	Elected Members; Planning colleagues in Development Management and Planning Policy and Environment; Housing and Licensing; Highways; Flood Risk and Drainage; other internal colleagues.

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

No direct staff management responsibilities.

Person Specification

Requirements

Knowledge	Demonstrate a keen interest in Town Planning practice and processes.
Knowledge	Demonstrate knowledge of customer care and the principles of equal opportunities in providing a high-quality planning function.
Skills And Ability	Demonstrate attention to detail and mapping and drawing appreciation skills sufficient to assess sites, buildings, infrastructure and other physical features.
Skills And Ability	Communicate and present information effectively in visual, oral, written and face-to-face formats.
Skills And Ability	Use information technology packages and computer systems proficiently to input data and produce reports and briefing notes.
Skills And Ability	Organise and prioritise work to meet given timescales and deadlines.
Skills And Ability	Provide good customer care and work flexibly and adaptably, both independently and as part of a team.
Skills And Ability	Travel around the city to undertake site visits as required.

Experience	Demonstrate experience of using computer databases and Microsoft packages such as PowerPoint, Excel, Word and Outlook.
Qualification	Hold a degree, ideally at 2.1 to access the Master Degree in Planning, or be working towards an appropriate relevant qualification; and hold Maths and English GCSE grade 4/C or above, or equivalent, or be able to complete Functional Skills Level 2 as part of an apprenticeship.
Special Requirements	Be willing to travel in the course of duties, work outside office hours when required and undertake necessary formal training. A valid driving licence is preferable for site visits but is not essential.

Declaration			
Reviewed/Created By:	Transferred from existing Graduate Town Planner JD		
Job Title:	Graduate Town Planner	Date:	1 September 2026