



Job Description and Person Specification

Senior Town Planner

Job Details	
Grade	GRD7
Service	Planning
Location	Friargate
Job Evaluation Code	D2008D

About Coventry City Council

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

Under the guidance of the Head of Planning, Head of Planning Policy & Environment or Planning Team Leader:

1. Deliver a high-quality planning service in a way that contributes to 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 & Key Accountabilities

Processing various application types in alignment with planning legislation, Government regulations, Council policies, and achieving the Council's objectives within statutory timeframes.

Performing professional responsibilities concerning representing the Council during formal proceedings, including Written Representation Appeals or Hearings, and providing expert witness evidence when necessary.
Attending and presenting at Planning Committee and other relevant meetings/committees, while providing technical assistance to the Chair, Cabinet Member and senior officers.
Representing the City Council in informal public settings related to the professional responsibilities associated with the role.
Handling pre-application enquiries and communications related to the Service's professional activities in accordance with protocol in an efficient and supportive manner.
Delivering a Development Management advisory service to the public, elected representatives, council departments, and stakeholders while engaging in detailed consultations. Ensuring comprehensive discussions with both internal and external consultees to support the provision of exceptional customer service.
Collaborating with various sections of the Directorate and broader City Council to fulfil post responsibilities effectively and align with relevant policies and practices. Ensuring awareness of City Council policies, partner organisations, and neighbouring authorities, integrating them into the professional duties associated with the post.
Contributing to the development of processes and assist with the review of policies to meet changes in legislation and other development-related factors. Maintaining an awareness of good working practices within the areas of professional responsibility and working positively to ensure their implementation.
Performing essential professional responsibilities associated with enforcing planning legislation, including interpreting technical and legal information, plans, and relevant laws such as case law. Assessing initial enquiries based on received information and evidence to determine appropriate progression steps for each case effectively. Issuing required notices, preparing appeal statements, drafting witness statements, and attending as an expert witness during appeals or court proceedings when necessary.
Being proficient in the use of IT systems to ensure appropriate records and files are maintained.
Engaging actively in achieving a customer-focused approach to service delivery within the section, ensuring continuous improvement to service quality and customer satisfaction. Participating in developing and maintaining quality systems to support ongoing monitoring and service provision enhancements.
Being capable of working independently and collaboratively within a team, adapting to requirements as needed by the service.

Key Relationships

External:	Residents, planning applicants and agents, consultees, Parish
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	Councils, neighbouring authorities.
Internal:	Elected Members, planning colleagues (development management & 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 undertaking 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

Not applicable

Person Specification

Requirements

Knowledge	Knowledge of the purpose and objectives of Town Planning legislation and the role of the local planning authority in their achievement. Knowledge and understanding of local government structure and political framework.
	Knowledge of customer care and the principles of equal opportunities in providing a Development Management function.
Skills And Ability	Ability to interpret policy set at the national level and local level. Ability to work within established guidelines and to given timescales and deadlines, and prioritise work accordingly.
	Excellent verbal, written and face-to-face communication skills to facilitate effective contact with all customers. Literate and numerate sufficient to produce reports and other assessments on planning matters. Good presentation skills necessary to present information at meetings or in public and convey messages clearly and concisely.

	<p>Good map, plan and drawing appreciation skills sufficient to accurately assess physical characteristics of sites, buildings, infrastructure and other features.</p>
	<p>The ability to remain calm in difficult circumstances and interact with customers in a constructive and supportive manner.</p>
	<p>Capability to implement excellent standards of customer care, addressing the diverse requirements of individuals from various cultures and those with disabilities.</p>
	<p>Possess proficiency in using IT tools with good typing abilities to input data, access systems, and generate reports or briefing documents.</p>
	<p>Able to demonstrate a flexible approach to work patterns and systems, work effectively as part of a team and on own initiative.</p>
<p>Experience</p>	<p>Experience in a professional planning role within a Local Authority is valuable.</p>
	<p>Experience of dealing with a variety of applications (Major, Minor and Other) along with appeals by method of written representation and informal hearing.</p>
	<p>Experience with computer databases and Microsoft packages, such as PowerPoint, Excel, Word, and Outlook.</p>
<p>Qualification</p>	<p>Degree or Postgraduate Diploma in Town Planning, and a willingness to undertake any necessary formal training.</p>
	<p>Possess full membership or eligibility for membership with the Royal Town Planning Institute (RTPI) or other relevant professional body.</p>
<p>Special Requirements</p>	<p>Must hold a valid driving licence and will be required to travel around the city in the course of duties. May be required to work outside office hours.</p>