



Coventry City Council

Job Description

Job Title:	Town Planner	Job Number:	D2619D
Service:	Development Management	Post Number:	
Location:	City Centre	Grade:	5

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.

Job Purpose: Under the general direction of the 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. Assist in the determination of planning applications, including leading on non complex matters and provision of an efficient and effective customer service.

Main Duties and Responsibilities:

1. Processing planning applications falling within the minor and other category in accordance with the requirements of planning legislation and statutory timescales, Government and Council planning policies and to meet the key objectives of the Council. This includes the validation of applications.
2. To process planning appeals relevant to the caseload, ie those heard by written representations.
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 support officers representing the City Council in formal and informal situations and to represent the City Council in such situations on less complex professional matters.
5. 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.
6. Be proficient in the use of IT systems to ensure appropriate records and files are maintained.
7. 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.
8. 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.

9. 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 Workforce 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: November 2019

Updated: January 2022



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Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">• Knowledge of Town Planning practice and processes in particular development management.• Knowledge of customer care and the principles of equal opportunities in providing a Development Management function.
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Skills and Abilities:	<ul style="list-style-type: none">• Map, plan and drawing appreciation skills sufficient to assess physical characteristics of sites, buildings, infrastructure and other features.• Good presentational skills – visual, oral and written• Good literacy and communication skills.• Be proficient in the use of IT packages and have good keyboard skills sufficient to access and input data on the computer system and produce reports, briefing notes etc.• Good communication skills – verbal, written and face to face.• Ability to work to given timescales and deadlines and Prioritise work accordingly.• Good customer care skills.• Able to demonstrate a flexible approach to work patterns and systems, work effectively as part of a team and on own initiative.• Able to travel around the city to undertake site visits
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Experience:	<ul style="list-style-type: none">• Experience of working in an office, preferably in the planning profession.• Experience of using computer databases, and Microsoft packages such as powerpoint, excel, word and outlook
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Educational:	<ul style="list-style-type: none">• A degree or equivalent in Planning or a related discipline or working towards a planning qualification• Eligible or working towards membership of the RTPI
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Special Requirements:

- Will be required to travel in the course of duties
- May be required to work outside office hours.
- Willingness to undertake any necessary formal training
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Date Reviewed: June 2021

Updated: January 2022