

Job Description and Person Specification

Role: Town Planner – Career Progression Post



Job Description

Job Title	Town Planner – Career Progression Post
Grade	6
Service	Streetscene and Regulatory Services
Reports to	Planning Team Leader
Location	City Centre – One Friargate
Job Evaluation Code	D2619D



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 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 & Key Accountabilities

Core Knowledge

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 through Written Representations and formal Hearings relevant to the caseload.
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 present applications to Planning Committee.
6. 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.
7. Be proficient in the use of IT systems to ensure appropriate records and files are maintained.

8. 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.
9. 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.
10. Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal
Local residents, Planning applicants and agents, Statutory and non-statutory consultees, Parish Councils, Neighbouring Authorities	Elected Members, Planning Colleagues (Development Management and 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.

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:

<p>Staff managed by postholder:</p> <p>Not applicable.</p>

Person specification

Job Evaluation Code	D2619D
Knowledge	
<ul style="list-style-type: none"> Knowledge of Town Planning practice and processes in particular development management. 	
<ul style="list-style-type: none"> Knowledge of customer care and the principles of equal opportunities in providing a Development Management function. 	
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. 	
<ul style="list-style-type: none"> Good presentational skills – visual, oral and written 	
<ul style="list-style-type: none"> Good literacy and communication skills. 	
<ul style="list-style-type: none"> 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. 	
<ul style="list-style-type: none"> Good communication skills – verbal, written and face to face. 	
<ul style="list-style-type: none"> Ability to work to given timescales and deadlines and prioritise work accordingly. 	
<ul style="list-style-type: none"> Good customer care skills. 	
<ul style="list-style-type: none"> Able to demonstrate a flexible approach to work patterns and systems, work effectively as part of a team and on own initiative. 	
<ul style="list-style-type: none"> Able to travel around the city to undertake site visits 	
Experience	
<ul style="list-style-type: none"> Two years post-qualification experience of working in the planning profession. 	
<ul style="list-style-type: none"> Experience of using computer databases, and Microsoft packages such as powerpoint, excel, word and outlook 	
Qualifications	
<ul style="list-style-type: none"> A degree in Planning or a related discipline. 	
<ul style="list-style-type: none"> Eligible for and working towards membership of the RTPI 	

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
- Must hold a valid driving licence

Date Created

May 2023

Date Reviewed

January 2024