

Job Description and Person Specification

Town Planner

Job Details	
Grade	GRD5
Service	Planning
Location	Friargate
Job Evaluation Code	D2619D

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

Reporting to the Planning Team Leader:

- 1) Provide exceptional planning services aligned with the City Council's vision for sustainable urban growth and development.
- 2) Support the assessment of planning applications, focusing on less complex cases and ensuring excellent customer service delivery.

Main Duties & Key Accountabilities

Handling planning applications categorised as minor or other, aligning with planning legislation, statutory timelines, and Government and Council policies to achieve objectives. This includes validating applications.

Processing planning appeals associated with the caseload, specifically those conducted through written representations.
Addressing pre-application enquiries and communications related to the Service's professional activities in accordance with protocol, ensuring constructive, helpful, and prompt responses.
Supporting officers in representing the City Council during formal and informal events while addressing less complex professional matters on its behalf.
Maintaining an awareness of good working practices within the areas of professional responsibility and working positively to ensure their implementation. Contributing to the development of processes and assisting with the review of policies to meet changes in legislation and other development-related factors.
Being proficient in the use of IT systems to ensure appropriate records and files are maintained.
Contributing effectively to achieving a customer-focused approach in service delivery within the section, ensuring quality systems support continuous monitoring and service improvement.
Demonstrating the ability to work independently and collaboratively, adapting to work requirements with versatility as needed by the service.

Key Relationships	
External:	Local residents, Planning applicants and agents, Statutory and non-statutory consultees, Parish Councils, Neighbouring Authorities
Internal:	Elected Members, Planning Colleagues (Development Management and Policy and Environment), Housing and Licensing, Highways, Flood Risk and Drainage, other internal colleagues

Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> ● 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 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.
Skills And Ability	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 - verbal, written and face-to-face.
	Demonstrate proficiency in IT tools and possess adequate typing abilities to input data, access systems, and generate reports or briefing notes.
	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.
Experience	Experience of working in an office environment, particularly within the planning profession.
	Experience of using computer databases, and Microsoft packages such as PowerPoint, Excel, Word and Outlook.
Qualification	A degree or equivalent in Planning or a related field, or relevant experience in planning or a similar discipline.
Special Requirements	Will be required to travel around the city in the course of duties and to undertake site visits.
	May be required to work outside office hours.
	Willingness to undertake any necessary formal training.

	Must hold a valid driving licence.