



Coventry City Council

## Job Description

|                     |                                     |                     |        |
|---------------------|-------------------------------------|---------------------|--------|
| <b>Job Title:</b>   | Principal Town Planner              | <b>Job Number:</b>  | D2094D |
| <b>Directorate:</b> | Place                               | <b>Post Number:</b> |        |
| <b>Service:</b>     | Streetscene and Regulatory Services | <b>Grade:</b>       | 8      |
| <b>Location:</b>    | City Centre                         |                     |        |

### Job Purpose:

Under the general direction of the Head of Planning Policy and Environment or Planning Team Leader:

1. Deliver a high quality Planning service in a way that contributes to the achievement of 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 and Responsibilities:

1. Processing all types of applications (with a focus on more complex major applications) in accordance with the requirements of planning legislation, Government and Council planning policies and to meet the key objectives of the Council. This includes the validation and assessment of technical documents submitted in support of applications and effective negotiation of S106 agreements within the statutory deadlines.
2. Lead on the preparation, implementation and review of spatial planning and housing policy including neighbourhood plans working with external partners, including neighbouring authorities to ensure consistent cross boundary policies and implementation proposals are agreed.
3. To attend and present at relevant committee and member meetings such as Planning Committee, Cabinet Member meetings, Advisory Panels and Scrutiny Boards and provide technical support to the Chair of Committee, Cabinet Member and Senior Officers.
4. To undertake the necessary professional duties associated with representing the City Council in respect of formal proceedings such as Public Inquiries, Hearings, Examinations or Written Representation Appeals, including giving evidence as an expert witness as required.
5. To provide a professional pre-application advice service in line with protocol and in a constructive and timely manner.
6. To provide professional advice to colleagues within the Council and Directorate and partner organisations, including cross boundary bodies

7. To ensure the efficient, effective and timely consideration of all applications through professional and constructive consultation responses.
8. To have an awareness of the wider City Council policies and those of partners/adjacent authorities and ensure they are reflected in the professional work of the postholder.
9. Support the relevant manager to recruit, manage and develop staff ensuring staff are equipped, trained and motivated to deliver the services required of them.
10. Responsible for the collection and presentation of national and local performance indicators, statistics and other information for planning. To compile statistical monitoring information, update records and analyse trends.
11. Be proficient in the use of IT systems to ensure appropriate records and files are maintained.
12. 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.
13. 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.
14. 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 Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** Senior Planning Policy Officer  
Planning Policy Officer  
Ecology Officer  
Planning Technician  
Senior Planning Technical Support Officer  
Tree Preservation Officer  
Trainee Planning Officer

**Responsible to:** Planning Team Leader; or  
Head of Planning Policy and Environment.

**Date Reviewed:** November 2019

**Updated:** August 2020



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## Person Specification

|                     |                                     |                     |        |
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| <b>Location:</b>    | City Centre                         |                     |        |

| Area | Description |
|------|-------------|
|------|-------------|

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| <b>Knowledge:</b> | <ul style="list-style-type: none"> <li>Substantial knowledge and understanding of planning, enforcement and associated legislation, policy and guidance.</li> </ul>   |
|                   | <ul style="list-style-type: none"> <li>Knowledge of customer care and the principles of equal opportunities in providing a Planning function.</li> </ul>              |
|                   | <ul style="list-style-type: none"> <li>Knowledge and understanding of the local government structure and political framework.</li> </ul>                              |
|                   | <ul style="list-style-type: none"> <li>Knowledge and understanding of the statutory requirements and good practice in relation to service related matters.</li> </ul> |
|                   | <ul style="list-style-type: none"> <li>Local, regional and national planning and enforcement trends and issues.</li> </ul>  |

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| <b>Skills and Abilities:</b> | <ul style="list-style-type: none"> <li>Excellent verbal, written and face to face communication skills to facilitate effective contact with all customers</li> </ul>   |
|                              | <ul style="list-style-type: none"> <li>Literate and numerate sufficient to produce reports and other assessments on planning matters.</li> </ul>   |
|                              | <ul style="list-style-type: none"> <li>Leadership skills to manage and motivate staff in order to achieve service objectives in agreed time constraints effectively and efficiently.</li> </ul>                              |
|                              | <ul style="list-style-type: none"> <li>Excellent map, plan and drawing appreciation skills sufficient to accurately assess physical characteristics of sites, buildings, infrastructure and other features.</li> </ul>       |
|                              | <ul style="list-style-type: none"> <li>Excellent presentation skills sufficient to present information at meetings or in public and convey messages clearly and concisely</li> </ul>   |
|                              | <ul style="list-style-type: none"> <li>An ability to remain calm in difficult circumstances and deal with all customers in a helpful and constructive manner.</li> </ul>   |
|                              | <ul style="list-style-type: none"> <li>Ability to interpret policy set at national level and formulate policy at local level including knowledge share with the wider team.</li> </ul>                                       |
|                              | <ul style="list-style-type: none"> <li>Be proficient in the use of IT packages with excellent keyboard skills sufficient to access and input data on the computer system and produce reports, briefing notes etc.</li> </ul> |



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|  | <ul style="list-style-type: none"> <li>• Ability to work within established guidelines and to given timescales and deadlines prioritising work accordingly.</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>• Able to demonstrate a flexible approach to work patterns and systems, work effectively as part of a team and on own initiative.</li> </ul>                                     |
|  | <ul style="list-style-type: none"> <li>• Ability to put into practice high standards of customer care, responding to the different needs of people from a variety of cultures, and people with disabilities.</li> </ul> |
|  | <ul style="list-style-type: none"> <li>• Able to travel around the city to undertake site visits.</li> </ul>  |

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| <b>Experience:</b> | <ul style="list-style-type: none"> <li>• Experience of working in a political environment with an awareness and appreciation of the non-technical issues that influence decision making</li> </ul>   |
|                    | <ul style="list-style-type: none"> <li>• Experience of formulating local policy, with attendance at Examination in Public along with experience of defending policies at appeals by method of written representation, informal hearing and public enquiry; or</li> </ul>   |
|                    | <ul style="list-style-type: none"> <li>• Experience of dealing with a variety of applications in a Development Management role, particularly major complex schemes along with appeals by method of written representation, informal hearing and public enquiry.</li> </ul> |
|                    | <ul style="list-style-type: none"> <li>• Experience in dealing with complex and sensitive issues, making robust and defensible decisions on legal and technical planning matters.</li> </ul>   |
|                    | <ul style="list-style-type: none"> <li>• Experience of using computer databases, and Microsoft packages such as powerpoint, excel, word and outlook</li> </ul>   |
|                    | <ul style="list-style-type: none"> <li>• Experience of managing and leading employees</li> </ul>   |

|                     |  |
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| <b>Educational:</b> | <ul style="list-style-type: none"> <li>• Degree or Post Graduate Diploma in Town Planning</li> </ul>     |
|                     | <ul style="list-style-type: none"> <li>• Membership of a relevant professional body e.g. RTPI</li> </ul> |
|                     | <ul style="list-style-type: none"> <li>• Management skills training would be beneficial</li> </ul>       |

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| <b>Special Requirements:</b> | <ul style="list-style-type: none"> <li>• May be required to work outside office hours</li> </ul>           |
|                              | <ul style="list-style-type: none"> <li>• Will be required to travel in the course of duties</li> </ul>     |
|                              | <ul style="list-style-type: none"> <li>• Willingness to undertake any necessary formal training</li> </ul> |
|                              | <ul style="list-style-type: none"> <li>• Must hold a valid driving licence</li> </ul>                      |

**Date Reviewed:** November 2019

**Updated:** August 2020