



Coventry City Council

Job Description

Job Title:	Head of Planning Policy and Environment	Job Number:	H7133H
Directorate:	Planning & Regulation	Post Number:	
Service:	Streetscene and Regulatory Services	Grade:	SM2
Location:	City Centre		

Job Purpose:

Under the general direction of the Strategic Lead of Planning and Regulation:

1. Responsible for the day to day management of Planning Policy and Environment
2. Provide strong professional leadership to Planning Policy and Environment in such a way as to provide quality customer focused services that contribute to the achievement of the City Council's vision and objectives for a growing and sustainable city.
3. Ensure the achievement of performance / service targets in line with corporate objectives
4. Provide considered professional advice on technical service related matters to senior officers and Elected Members as required
5. Enabler of development, growth, enforcement and regulation within the City of Coventry
6. To deputise where necessary for the Strategic Lead of Planning and Regulation.

Main Duties and Responsibilities:

1. Ensure the efficient, effective and timely consideration of all applications (Planning, Licensing, Building Control, Event Safety) and all related matters as required by legislation and in accordance with the Council's policies, practices and procedures to meet national and local targets.
2. Ensure the efficient, effective and timely consideration of enforcement activities (formal warnings, cautions, prosecutions, civil penalties) as required by legislation and in accordance with the Council's policies, practices and procedures to meet national and local targets.
3. To lead the officer input to relevant committee and member meetings such as Planning Committee, Licensing and Regulatory Committee, Cabinet Member meetings, Advisory Panels and Scrutiny Boards and provide technical support to the Chair of Committee, Cabinet Member and Senior Officers.
4. Ensure the Council's decisions on development, regulatory, planning policy and related matters are robustly defended where challenged at appeal through hearings, public inquiries, tribunals and court.
5. Ensure appropriate advice is given, consultation undertaken including preparation and presentation of reports on development, regulatory and planning policy matters with MPs,

Councillors, the Public, local communities and stakeholder, both within and adjacent to Coventry.

6. To be responsible for the development and review of all policies and procedures relating to development, regulatory services, strategic policy and enforcement to ensure they are relevant, up to date, fit for purpose and cost effective. Ensuring all legislative changes are incorporated and disseminated in a timely manner.
7. To work with external partners, including neighbouring authorities to ensure consistent cross boundary policies and implementation proposals are agreed.
8. Make provision for Coventry's communities, ensuring sufficient resources through developer contributions; assisting with the preparation of neighbourhood plans; and effectively tackling unwelcome and non-compliant behaviours.
9. To ensure leadership, development and operation of the service through effective cross-divisional and corporate working and contribution to the strategic delivery of the division and the corporate activities of the city.
10. To manage the service budgets and exercise financial responsibilities in a proactive and innovative manner in accordance with the Council's financial management policies, procedures and guidance. Ensure all appropriate opportunities for generating income are fully considered and action taken when required.
11. Responsible for the recruitment, selection, motivation, development and training of employees, ensuring in particular that:
 - a. All employees receive appropriate development discussions and that individual appraisals/action plans are drawn up.
 - b. Training and development plans are structured to provide a broad range of learning activities directed towards delivering the business objectives.
 - c. Structured induction plans are developed for new staff and staff in new roles.
 - d. Competency frameworks are developed, implemented and monitored for staff
 - e. Staff are equipped, trained, supervised, motivated and supported to deliver the services required of them
 - f. An appropriate balance of staff experience, knowledge and skills is maintained in all professional spheres across the service.
12. Responsible for the performance management of the section, meeting published service targets and objectives within a continuous improvement framework.
13. Exercise with due diligence any powers delegated to the post holder in accordance with the Council's constitution, policies and procedures.
14. Deliver training to Members and to other Council service areas where necessary.
15. Deal with complaints according to the Council's procedures including any raised with the Ombudsman.
16. Be an active member of the Planning and Regulation Management team and contribute to effective team working.
17. Be proficient in the use of IT systems to ensure appropriate records and files are maintained.
18. 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.

19. 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.

20. 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: Planning Policy and Environment Team

Responsible to: Strategic Lead for Planning and Regulation

Date Reviewed: May 2020

Updated: November 2019



Coventry City Council

Person Specification

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Area	Description
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Knowledge:	• High level of knowledge and understanding of key service legislation e.g. Planning, Heritage, Design and Environment.
	• Knowledge and understanding of the local government structure and political framework
	• Knowledge of the National, Regional and Sub-Regional governance structures that impact on Coventry.
	• Knowledge and understanding of the statutory requirements and good practice in relation to service related matters
	• Knowledge of customer care and the principles of equal opportunities in providing a Planning and Environmental function.

Skills and Abilities:	• High level and effective leadership and management skills including motivational, organisational, interpersonal, negotiating and influencing skills
	• Political awareness and understanding of the non-technical issues that influence decision making
	• Co-ordination of activities across a variety of policy areas
	• Managing large, complex and variable budgets
	• Must be able to manage and priorities workloads to ensure agreed deadlines are met
	• Able to balance the needs of the community with the commercial realities of development
	• Well-developed communication skills for a range of audiences and mediums.
	• Presentation skills for a range of audiences including Elected Members, community groups and private institutions
	• Innovative approach to problems and issues
	• Able to work at different levels in hierarchies and across organisation boundaries
	• Able to manage a diverse staff group, whilst being able to delegate
	• Ability to enforce obligations on individuals or parties as required



Coventry City Council

	<ul style="list-style-type: none"> • Leadership skills to develop and convey a vision and goals to team members motivating them to accept change and achieve success. With the ability to persuade and influence
	<ul style="list-style-type: none"> • Be proficient in the use of IT packages
	<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.

Experience:	<ul style="list-style-type: none"> • Extension experience of working in a political environment
	<ul style="list-style-type: none"> • A record of successfully managing a planning and enforcement service that delivers high performance and good customer care
	<ul style="list-style-type: none"> • A record of successfully managing human and financial resources to meet objectives
	<ul style="list-style-type: none"> • Successfully working with a range of partners to deliver complex projects
	<ul style="list-style-type: none"> • Providing advice on service issues that take account of the technical and political implications
	<ul style="list-style-type: none"> • Managing organisational change and reducing the cost of operation
	<ul style="list-style-type: none"> • Working with elected members and committee decision-making processes.
	<ul style="list-style-type: none"> • Experience of using computer databases, and Microsoft packages such as powerpoint, excel, word and outlook

Educational:	<ul style="list-style-type: none"> • Educated to degree level or professional qualification in Planning.
	<ul style="list-style-type: none"> • Member of relevant professional body ie. RTPI
	<ul style="list-style-type: none"> • Management or Leadership Skills Qualification or Training

Special Requirements:	<ul style="list-style-type: none"> • This post will be required to work outside normal office hours • May be required to travel in the course of duties • Willingness to undertake any necessary formal training
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Date Reviewed: May 2020

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