

Job Description and Person Specification

Role: Planning Policy Officer



Job Description

Job Title	Planning Policy Officer
Grade	5
Service	Planning
Reports to	Planning Policy Manager
Location	One Friargate
Job Evaluation Code	



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

Under the general direction of Planning Policy Manager

1. Deliver a high-quality Planning Policy service in a way that contributes to the achievement of the City Council's vision and objectives for a growing and sustainable city.
2. To be responsible for undertaking/initiating specific projects/research and provide policy and strategy support to the Planning team as a whole

Main Duties & Key Accountabilities

1. Assist with the preparation, implementation and review of spatial planning policy including neighbourhood plans working with external partners, including neighbouring authorities to ensure consistent cross boundary policies and implementation proposals are agreed.
2. To assist with the monitoring of performance indicators and targets for the Planning Policy team.
3. To develop and maintain effective working relationships and good communications with key stakeholders, partnerships and other internal divisions and directorates. Participate, as required, in joint working groups in relation to planning policy strategy, including regional and sub-regional working.
4. Develop and maintain a detailed working knowledge of all appropriate legislation, regulations, good practice, policies, procedures and funding arrangements relating to planning policy.
5. Assist with survey work and consultation, including involvement in any necessary publicity; assist with the analysis of data and presentation of results and respond as necessary to requests for information. Assist with research to inform policy development.
6. Contribute to service inputs into the implementation and delivery of any housing schemes or where housing is part of wider regeneration objectives including participation in and/or arranging relevant meetings; taking notes/minutes and circulating as required; and assist in preparing necessary reports (including to Cabinet, Cabinet Member and Committee) to seek relevant Council and other approvals.
7. Assist in the preparation and submission of bidding documentation and project briefs.
8. Assist with the maintenance and updating of databases so that information can be easily accessed to assist in the policy role.

9. Contribute to the processing all types of planning through the professional and timely response to all consultations.
10. Be proficient in the use of IT systems to ensure appropriate records and files are maintained.
11. 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.
12. 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.
13. Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal Planning Policy Team Development Management Team
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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:

Staff managed by postholder: N/A
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Person specification

Job Evaluation Code	
Knowledge	
Have a good knowledge of issues relating to planning policy generally, and an understanding of Local Authority policies and procedures relating to these.	
Knowledge of customer care and the principles of equal opportunities in providing a Planning Policy function.	
Knowledge of the Local Authority planning process including knowledge of the techniques that are available for measuring housing need and growth.	
Skills and Abilities	
Able to assist in the development and implementation of planning development projects	
Assist in the preparation and presentation of documentation relating to complex subjects in a way that is concise and able to be easily understood	
Good communication skills, to enable effective communication at all levels	
Good written skills to enable the production of reports, bid documentation and correspondence to a wide range of people.	
Problem solving and analytical skills to include definition, analysis and decision	
Able to negotiate with internal and external stakeholders to maximise the use of affordable housing policies	
Able to prioritise and organise workloads to meet required targets and deadlines.	
Ability to work in partnership and develop effective relationships with people from external agencies and neighbouring authorities	
Be proficient in the use of IT packages	
Able to demonstrate a flexible approach to work patterns and systems, work effectively as part of a team and on own initiative.	
Experience	
Have been directly involved in partnership working with external organisations or neighbouring authorities	
Strategy / policy research, formulation and implementation would be beneficial	
Experience of using computer databases, and Microsoft packages such as powerpoint, excel, word and outlook	

Qualifications
A degree or equivalent in Planning, or a related discipline
Eligible or working towards membership of a professional body such as RTPI
Special Requirements
May be required to work outside office hours
May be required to travel in the course of duties
Willingness to undertake any necessary formal training

Date Created	April 23	Date Reviewed	
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