



Coventry City Council

## Job Description

<b>Post:</b>	Development Monitoring Officer	<b>Job Number:</b>	
<b>Service:</b>	Planning & Regulatory	<b>Post Number:</b>	
<b>Location:</b>	City Centre	<b>Grade:</b>	

### 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.

### Job Purpose:

To monitor and record progress of development and infrastructure delivery across the City and ensure the monitoring and delivery of Section 106 agreements.

### Main Duties and Responsibilities:

- To monitor housing and employment delivery/land availability, including maintaining records of relevant planning approvals, progress on sites identified as not started or under construction, updates of total completions and outstanding permissions, updates on mix of dwellings (including affordable housing) and mix of employment land.
- To liaise with developers, agents and landowners to understand development intentions and timelines.
- Accurately maintain key databases and documents including the monitoring database, housing trajectory, and Infrastructure Delivery Plan.
- Monitor Section 106 agreements to maintain the Section 106 database and ensure the timely invoicing, receipt and dispersal of funding for infrastructure.
- Prepare the Annual Monitoring Report and other required reports and returns.
- Complete national and regional development monitoring returns.
- To attend and actively participate in cross-boundary monitoring work.
- 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 Workforce Diversity and Inclusion Policy.

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

**Responsible for:**

**Responsible to:**

**Date Reviewed:**

**Updated:**



Coventry City Council

## Person Specification

<b>Post:</b>	Development Monitoring Officer	<b>Job Number:</b>	
<b>Service:</b>	Planning & Regulatory	<b>Post Number:</b>	
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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Knowledge of the planning system</li><li>• Knowledge of the development process</li><li>• </li></ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Ability to understand, analyse and present complex data</li><li>• Attention to detail and ability to collect, record and report on data accurately</li><li>• Excellent communication skills for a wide range of audiences</li><li>• Ability to plan ahead and programme work</li><li>• Excellent literacy and numeracy</li><li>• Ability to use a range of IT packages</li><li>• </li></ul>
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<b>Experience:</b>	<ul style="list-style-type: none"><li>• Experience of working to varying deadlines simultaneously</li><li>• Experience of using databases and spreadsheets</li><li>• Experience in a planning-related field would be beneficial</li></ul>
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<b>Educational:</b>	<ul style="list-style-type: none"><li>• 2 or more A levels</li><li>• Planning-specific qualifications would be beneficial</li></ul>
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<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• Able to travel around the city to access development sites on a regular basis</li><li>• Travel to sites may be required as part of daily role</li></ul>
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**Date Reviewed:**

**Updated:**