

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Head of Planning Policy and Environment
<b>Grade</b>	SM2
<b>Service</b>	Planning
<b>Reports to</b>	Strategic Lead – Planning
<b>Location</b>	City Centre
<b>Job Evaluation Code</b>	H7133H



## 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

### Purpose of the role / Output

Under the general direction of the Strategic Lead of Planning:

- Responsible for the day to day management of Planning Policy and Environment Teams
- Provide strong professional leadership to Planning Policy and Environment Teams and ensure the provision of customer focused services that contribute to the achievement of the City Council's vision and objectives.
- Ensure the achievement of performance / service targets in line with corporate objectives and service plans
- Provide considered professional advice on technical service related matters to senior officers and Councillors as required
- Enable development, growth, enforcement and regulation within the City of Coventry
- To deputise where necessary for the Strategic Lead of Planning.

## Main Duties & Key Accountabilities

- To be responsible for the development and review of all policies and procedures relating to planning and development or relevant regulatory services 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.
- To work with external partners, including neighbouring authorities to ensure consistent cross boundary policies and implementation proposals are agreed.
- Ensure the efficient, effective and timely consideration of all applications 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.
- 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.
- 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.

- Ensure the Council's decisions on development, regulation, planning policy and related matters are robustly defended where challenged at appeal through hearings, public inquiries, tribunals and court.
- 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.
- To liaise with Parish Councils in relation to planning matters.
- 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.
- 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.
- 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.
- Responsible for the recruitment, selection, motivation, development and training of employees, ensuring in particular that:
  - All employees receive appropriate development discussions and that individual appraisals/action plans are drawn up.
  - Training and development plans are structured to provide a broad range of learning activities directed towards delivering the business objectives.
  - Structured induction plans are developed for new staff and staff in new roles.
  - Competency frameworks are developed, implemented and monitored for staff
  - Staff are equipped, trained, supervised, motivated and supported to deliver the services required of them
  - An appropriate balance of staff experience, knowledge and skills is maintained in all professional spheres across the service.
- Responsible for the performance management of the section, meeting published service targets and objectives within a continuous improvement framework.
- Exercise with due diligence any powers delegated to the post holder in accordance with the Council's constitution, policies and procedures.
- Deliver training to Members and to other Council service areas where necessary.
- Deal with complaints according to the Council's procedures including any raised with the Ombudsman.

- Be an active member of the Planning Management team and contribute to effective team working.
- Be proficient in the use of IT systems to ensure appropriate records and files are maintained.
- 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.
- 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.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

External	Internal
CSWAPO WMCA CWLEP Government departments Parish Councils Others as required	Development Management Streetscene and Regulatory Housing Transport and Innovation Economic Development Others as required

## 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:

### Teams managed by postholder:

Planning Policy,  
Environmental Protection,  
Urban Design and Heritage,  
Ecology and Biodiversity.



## Person specification

<b>Job Evaluation Code</b>	H7133H
<b>Knowledge</b>	
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.	
<b>Skills and Abilities</b>	
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	
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	
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.
<b>Experience</b>
Extension experience of working in a political environment
A record of successfully managing a planning and enforcement service that delivers high performance and good customer care
A record of successfully managing human and financial resources to meet objectives
Successfully working with a range of partners to deliver complex projects
Providing advice on service issues that take account of the technical and political implications
Managing organisational change and reducing the cost of operation
Working with elected members and committee decision-making processes.
Experience of using computer databases, and Microsoft packages such as powerpoint, excel, word and outlook
<b>Qualifications</b>
Educated to degree level or professional qualification in Planning (or other relevant discipline).
Member of relevant professional body ie. RTPI (or equivalent)
Management or Leadership Skills Qualification or Training
<b>Special Requirements</b>
<ul style="list-style-type: none"> <li>• This post will be required to work outside normal office hours</li> <li>• May be required to travel in the course of duties</li> <li>• Willingness to undertake any necessary formal training</li> </ul>

<b>Date Created</b>	November 2019	<b>Date Reviewed</b>	November 2022
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