



Coventry City Council

## Job Description

<b>Job Title:</b>	Planning Technician	<b>Job Number:</b>	A5518
<b>Directorate:</b>	Planning	<b>Post Number:</b>	
<b>Service:</b>	Streetscene and Regulatory Services	<b>Grade:</b>	4
<b>Location:</b>	City Centre		

### Job Purpose:

Under the general direction of the Principal Town Planner:

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. Assist with the processing of planning applications, providing advice on validation requirements, fee enquiries and straight forward planning enquiries.

### Main Duties and Responsibilities:

1. To validate applications against the local and national Government requirements including interpretation of legislation, measurement of plans and calculation of fees.
2. To accurately input and retrieve data from IT based systems, and on-line services, including the initial data entry for all applications received.
3. To ensure that planning appeals are registered; to complete and return questionnaires; to undertake all correspondence and publicity in connection with appeal; ensure appeal timetables are met; provide required documentation working in conjunction with case officers and arrange venues for informal hearings/inquiries; preparation of appeal plans.
4. Data extraction and amendment of data in respect of applications and GIS plan preparation together with entry of key data onto the system.
5. To provide advice, guidance and respond appropriately to enquiries by telephone, letter, email and face to face relating to the work of the Planning Service.
6. To monitor Building Control commencements checking on planning compliance and where necessary liaising with Planning Enforcement to remedy any contravention.
7. Assist with preparation of Planning Committee documentation and presentation, support senior officers at Planning Committee ensuring technical equipment is in working order.
8. Provide technical assistance as required to the Planning Policy team particular with consultation events.

9. Assist with maintenance of the Section 106 data base and monitoring of CIL payments.
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.

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:** -

**Responsible to:** Principal Town Planner

**Date Reviewed:** November 2020

**Updated:** November 2019



Coventry City Council

## Person Specification

<b>Job Title:</b>	Planning Technician	<b>Job Number:</b>	A5518
<b>Directorate:</b>	Planning	<b>Post Number:</b>	
<b>Service:</b>	Streetscene and Regulatory Services	<b>Grade:</b>	4
<b>Location:</b>	City Centre		

Area	Description
------	-------------

<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• A basic understanding of the planning process</li><li>• Knowledge of customer care and the principles of equal opportunities in providing a Planning function.</li></ul>
-------------------	--

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Ability to communicate effectively with a wide range of organisations and individuals including councillors and members of the public, applicants and agents.</li><li>• To be numerate and have effective written and verbal communication skills including a neat written presentation</li><li>• Accuracy skills and an eye for detail.</li><li>• Ability to read and interpret plans and use a scale rule.</li><li>• Have the ability to understand and interpret government legislation and council policy.</li><li>• Be proficient in the use of IT packages</li><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>
------------------------------	--

<b>Experience:</b>	<ul style="list-style-type: none"><li>• Relevant experience in a technical role requiring the use of a variety of ICT systems.</li><li>• Recent customer service experience</li><li>• Experience of using computer databases, and Microsoft packages such as powerpoint, excel, word and outlook</li></ul>
--------------------	--

<b>Educational:</b>	<ul style="list-style-type: none"><li>• GCSE English and Maths (Grade C+)</li><li>• Formal IT qualification would be beneficial</li><li>• Working towards a relevant planning qualification would be beneficial</li></ul>
---------------------	---

**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 Reviewed:** November 2020

**Updated:** November 2019