



Coventry City Council

## Job Description

<b>Job Title:</b>	Planning Policy Officer	<b>Job Number:</b>	D2619D
<b>Service:</b>	Streetscene and Regulatory Services	<b>Post Number:</b>	
<b>Location:</b>	City Centre	<b>Grade:</b>	5

### 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:

Under the general direction of Principal Town Planner

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 and Responsibilities:

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.

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:** Principal Town Planner

**Date Reviewed:** November 2019

**Updated:** September 2021



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## Person Specification

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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Have a good knowledge of issues relating to planning policy generally, and an understanding of Local Authority policies and procedures relating to these.</li><li>• Knowledge of customer care and the principles of equal opportunities in providing a Planning Policy function.</li><li>• Knowledge of the Local Authority planning process including knowledge of the techniques that are available for measuring housing need and growth.</li></ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Able to assist in the development and implementation of planning development projects</li><li>• Assist in the preparation and presentation of documentation relating to complex subjects in a way that is concise and able to be easily understood</li><li>• Good communication skills, to enable effective communication at all levels</li><li>• Good written skills to enable the production of reports, bid documentation and correspondence to a wide range of people.</li><li>• Problem solving and analytical skills to include definition, analysis and decision</li><li>• Able to negotiate with internal and external stakeholders to maximise the use of affordable housing policies</li><li>• Able to prioritise and organise workloads to meet required targets and deadlines.</li><li>• Ability to work in partnership and develop effective relationships with people from external agencies and neighbouring authorities</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>
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<b>Experience:</b>	<ul style="list-style-type: none"><li>• Have been directly involved in partnership working with external organisations or neighbouring authorities</li><li>• Strategy / policy research, formulation and implementation would be beneficial</li><li>• Experience of using computer databases, and Microsoft packages such as powerpoint, excel, word and outlook</li></ul>
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<b>Educational:</b>	• A degree or equivalent in Planning, or a related discipline
	• Eligible or working towards membership of a professional body such as RTPI

<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• May be required to work outside 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>
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**Date Reviewed:** November 2019

**Updated:** September 2021