



Response to Request for Information

Reference FOI 000507
Date 13 October 2016

Planning Department - Structure

Request:

I am writing in accordance to the Freedom of Information act 2000 in regards to obtaining some details regarding the council's Planning department.

It would be in my best interests to find out more information in regards to the structure of the planning department, and if possible, including an organogram detailing the different roles that the council employs. It would also be useful to find out more about how many members of staff the council employs in the department, including temporary members of staff supplied by recruitment agencies.

Alongside this, any information regarding the Head of Service, and relevant Team Managers within this division (Development Management, Planning Policy, Building Control etc), including the best way to contact them, would be greatly appreciated to ensure that I can develop a greater understanding of your authority's planning department.

Summary of Information Requested:

- Full structure and details of each job role within the planning department?
[See attached.](#)
- Full structure and details of each job role within the Building Control department?
[See attached.](#)
- Name and contact details for every person within a management position within the planning department?
[The City of Wolverhampton only discloses individual names in respect of the top tiers of its management structures. In order to advise and assist you, much of the information falls under Section 21 exemption as the information is available to you by other 'means'. See link below:](#)

<http://www.wolverhampton.gov.uk/CHttpHandler.ashx?id=9826&p=0>

[In respect of the lower staff tiers, I confirm that we hold the requested information in respect of all the team members for each area. However, we do not routinely publish staff positions held or the names of other staff members as we feel this constitutes personal information and therefore is exempt under Section 40\(2\),](#)

[NOT PROTECTIVELY MARKED]

Personal Information, the disclosure of which would breach the first data protection principle outlined in Schedule 1 of the Data Protection Act 1998.

This exemption applies because we consider that disclosure of this information without the consent of the individuals concerned would not be fair or lawful and is judged to be to the wider world and they would not reasonably expect that their details would be disclosed in this way and consider individuals have a reasonable expectation of privacy.

This is an absolute exemption and therefore there is no requirement for us to consider the public interest.

- Name and contact details for every person within a management position within the Building Control department?
As above.
- Details of how many temporary workers are currently engaged in each department/service?
None.

PLANNING

HEAD OF PLANNING
Stephen Alexander

BUILDING CONTROL UNIT

**BUILDING CONTROL
MANAGER x 1**

**B.C.
SECTION
LEADER**

**SENIOR
BUILDING
SURVEYOR
X3**

**DISTRICT
BUILDING
SURVEYOR
X3**

**ACCESS
OFFICER**

**TECHNICIAN
X3**

SECTION LEADER

SENIOR PLANNER
PLANNING OFFICER

PLANNING OFFICER

PLANNING OFFICER

SUSTAINABILITY OFFICER -

SENIOR TECHNICIAN -

ADMIN. OFFICER -

SECTION LEADER

SENIOR PLANNER

**ASSIST.
PLANNER**

**ASSIST.
PLANNER**

PLANNING OFFICER

PLANNING OFFICER

PLANNING OFFICER

PLANNING OFFICER

SECTION LEADER

SENIOR PLANNER

**HISTORIC
ENV. OFFICER**

**QUEEN STREET HERITAGE
PROJECT OFFICER**

PLANNING OFFICER

PLANNING OFFICER

**HISTORIC
ENV. OFFICER**

SECTION LEADER

TREE OFFICER

**PLANNING COMPLIANCE
OFFICER**

PLANNING OFFICER

PLANNING OFFICER

PLANNING OFFICER

PLANNING OFFICER

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

<u>Post Designation:</u>	ACCESS OFFICER
<u>Directorate:</u>	Education and Enterprise
<u>Service Group:</u>	Regeneration
<u>Division:</u>	Planning
<u>Responsible to:</u>	Section Leader
<u>Salary Grade:</u>	Grade 6

Job Purpose and Role

1. To be responsible for initiating and co-ordinating action to increase the awareness of the Council and others to the needs as well as the aspirations of disabled people with regard to access to buildings and spaces between them.
2. To negotiate with, advise and persuade those involved in the creation of the built environment to plan, develop and build an environment that is wholly inclusive.
3. To develop and monitor policies relating to accessible environments.

Principle duties and responsibilities

1. Act as liaison officer and co-ordinator between disabled person's groups and the Council on matters involving access for all.
2. Make comments on and monitor planning and building regulation applications to ensure the built environment takes into account the diversity of disabled people's needs as well as those who have prams, pushchairs or luggage. Attend pre-planning meetings, undertake site visits during construction and assist with scheme completion procedures.
3. Ensure by discussion, negotiation and the use of relevant legislation, that the built environment and external spaces within the public realm, as far as possible, are accessible to all.
4. Provide advice and guidance on issues of disabled access to the public and to built environment professionals e.g. architects, designers, landscape architects, conservation officers, planners, building inspectors, highway engineers, property maintenance personnel, heating & ventilation engineers and health & safety officers, both within the council and from external agencies.
5. Promote, educate and deliver training on the provision of an inclusive built environment.

6. Advise on the requirements of the Equality Act 2010 and other legislation, standards and best practice relating to access and social inclusion.
7. Manage the annual budget for the dropped kerb programme.
8. Produce policy and strategy documents, promote leaflets, codes of practice and guidance notes etc on issues around access, and review and keep up to date the Access pages to the Council website.
9. Attend meetings with Elected Members and officers from other service groups when required, including attendance at meetings which take place outside normal working hours.
10. Attend meetings with disability groups and other outside organisations, including attendance at meetings which take place outside normal working hours, where information and advice on an inclusive environment is required.
11. Ensure that the access needs of disabled people concerning existing Council owned buildings and other places and facilities for which the Council have responsibility, are brought to the attention of the appropriate Chief Officer.
12. Prepare reports to the Council, the Cabinet, Scrutiny Panels and other bodies or users of the service and attend when required
13. Provide technical and professional leadership to all Council staff involved in the design and creation of the built environment.
14. Provide advice and guidance on access issues to external organisations and the public as and when required.
15. The post-holder will be required to undertake duties based on the needs of the service outside normal office hours as directed by the Assistant Director, Regeneration, and in accordance with the agreed working pattern for the post and the Council's Conditions of Service.
16. To act in accordance with the Council's Constitution and other Codes of Conduct.
17. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
18. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
19. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equalities Act 2010.
20. To participate in the wider development of the service and contribute to service improvement as required.

WOLVERHAMPTON CITY COUNCIL

PERSONNEL SPECIFICATION

Post Designation: ACCESS OFFICER

Job Purpose and Role: Under the general direction of the Section Leader to effectively and efficiently discharge the duties and tasks assigned to the section.			
Factors	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> • A HND, degree or equivalent 	<ul style="list-style-type: none"> • Possess evidence of relevant professional competence or be on a course leading to a recognised Access Officer qualification. 	<ul style="list-style-type: none"> • Application form & production of qualification Certificate/s
Training	<ul style="list-style-type: none"> • Accredited and / or acknowledged training on Access in the built environment • Customer Care Equal Opportunity 	<ul style="list-style-type: none"> • IT & use of PC packages • Project Management • Telephone standards • Financial management • Management of staff 	<ul style="list-style-type: none"> • Performance at interview • References • Application Form
Experience	<ul style="list-style-type: none"> • Experience and understanding of disability issues and a commitment to the independence of disabled people through the provision of an inclusive built environment. • Experience of undertaking access audits. • Experience of planning and building control procedures. • Experience of public speaking. 	<ul style="list-style-type: none"> • Recruitment and management of staff • Management of finance and budgets. • Experience of powered mobility equipment. • Appointment and management of Consultants. • Experience of working in a Local Authority or large organisation. 	<ul style="list-style-type: none"> • Performance at interview • References • Application Form

Factors	Essential	Desirable	How Identified
Skills	<ul style="list-style-type: none"> • Communicate clearly effectively and sensitively with people with disabilities. • Set priorities, schedule work and monitor performance, so that goals are achieved successfully and on time. • Apply knowledge, evaluate situations and select effective solutions in good time to produce practical, high quality solutions. • Communicate clearly and effectively with Council officers and Members, external organisations, and with external architects, designers, and the general public in person, by telephone or by written communication. • Communicate the needs of disabled people effectively to architects and designers and persuade them tactfully to adopt suggested improvements • Take responsibility for tasks, and provide feedback. • Understand building construction plans and drawings. • Assist in communications with building contractors and owners regarding proposed building work. • Ensure that equal opportunities policies are practiced both within the office and externally. • Public speaking ability. 	<ul style="list-style-type: none"> • prepare and present reports to Members and senior officers. • Use of project management techniques 	<ul style="list-style-type: none"> • Performance at interview • References • Application Form

Factors	Essential	Desirable	How Identified
Knowledge	<ul style="list-style-type: none"> • Knowledge of the planning and building control process and ability to read and interpret plans. Knowledge of Building Regulations, Approved Document M, BS8300:2001, and the DDA 1995 and 2005 amendment. • Knowledge of building problems • Knowledge of different types of buildings. • Knowledge of basic building construction techniques. • Basic knowledge of IT systems and ability to use Microsoft word processing package. 	<ul style="list-style-type: none"> • Knowledge of Building Regulations Approved Document B2. • Knowledge of the “Blue Badge” scheme. 	
Interests and Motivation relevant to the job	<ul style="list-style-type: none"> • The desire to ensure good service delivery by undertaking a broad range of planning, building regulations and policy related duties in a multi-disciplinary environment. • Self-motivating within a team structure. • A positive and proactive attitude towards the work of the team/division. • A desire to “make a positive difference” to the lives of and opportunities for disabled people. 		<ul style="list-style-type: none"> • Performance at interview • Application Form • References
Personal Qualities & Commitment	<ul style="list-style-type: none"> • Work on own initiative and achieve specific targets. • Adaptable & flexible attitude to varied work demands. • Commitment to develop & deliver customer centred services. • Be creative and enthusiastic. 	<ul style="list-style-type: none"> • Understanding of Equal Opportunity and ‘Best Value’ principles. 	<ul style="list-style-type: none"> • Performance at interview • References • Application Form

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

<u>Post Designation:</u>	ADMINISTRATIVE OFFICER
<u>Directorate:</u>	Education and Enterprise
<u>Service Group:</u>	Regeneration
<u>Division:</u>	All divisions as required
<u>Responsible to:</u>	Relevant Head of Service or Nominee
<u>Salary Grade:</u>	Grade 4

Job Purpose and Role

1. To provide efficient, effective and consistent administrative and business support to Regeneration services.
2. To provide support and assistance to Regeneration officers and managers, to enable the efficient and effective discharge their duties.
3. To contribute to the development and implementation of service and divisional policies, procedures and protocols,
4. Under the general direction of the line manager to participate as required in the delivery of the Council's corporate objectives through divisional, group and corporate activities.

Principal Duties and Responsibilities

1. Under the direction of the designated line manager to provide efficient, effective and consistent business and administrative support to officers and managers in Regeneration by undertaking all/any of the duties listed below. The type and extent of duties will vary from time to time.
 - a) Handle and/or resolve, enquiries by telephone, email, post or face to face
 - b) Provide a reception service for visiting customers including:
 - providing customers with information and advice about the services available
 - dealing with enquiries in a timely, professional and courteous manner
 - collecting information & data relating to customer needs
 - c) Progress service requests including those received and forwarded by City Direct.
 - d) Provide a word processing service including producing documents, reports, and letters
 - e) Create, update, amend and maintain spreadsheets as required

- f) Arrange and support meetings, including preparation of agendas and other relevant paperwork, attendance if required and produce minutes
 - g) Order, issue and monitor stationery and other office consumables
 - h) Receive and process cash and cheques using the appropriate systems and procedures
 - i) Support finance and budget management activities as appropriate to the role
 - j) Assist with the processing, recording and reporting of leave, sickness, travel claims, new starters, ID cards, car registration and insurance details, etc.
 - k) Provide general office support to individuals and teams, eg taking messages, arranging travel, photocopying, etc.
 - l) Receive, open, record, direct, distribute and despatch mail
 - m) Maintain divisional files by filing and retrieving documents and papers; add and delete files from systems; undertake periodic reviews of the filing systems to ensure information is maintained to the standards required.
 - n) Scan documents and paperwork as directed
 - o) Provide administrative and business support to managers as necessary
2. Assist with the monitoring and reporting of performance against statutory plans, service plans, work programmes and targets as directed.
 3. Assist as required with the development, implementation and operation of service policies and procedures relating to operational service delivery.
 4. Act in accordance with the Council's Vision and Values and other Codes of Conduct.
 5. Participate in staff development, appraisal and training as appropriate, including continuous professional development.
 6. Comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
 7. Participate in and contribute to the wider development and improvement of services as required.
 8. Undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.

WOLVERHAMPTON CITY COUNCIL
PERSONNEL SPECIFICATION

Post Designation: **Administrative Officer**

Job Purpose and Role: To provide efficient, effective and consistent administrative and business support to Regeneration staff.

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none"> • Minimum of 5 GCSE's grade A*- C or equivalent including English and Mathematics, • an NVQ level 2 qualification in Administration or Customer Services or equivalent, or • an equivalent level of knowledge, skills and experience to enable the postholder to discharge the range of duties assigned to the post 	<p>The ability to attain in a reasonable time period, the level of qualifications required to enable the post holder to discharge the range of duties assigned to the post.</p> <p>A recognised level of achievement in computers, e.g. ECDL</p> <p>RSA II Word Processing or equivalent</p>	<p>Application form Interview Test/Assessment References Certificates</p>
TRAINING	<p>Willing to undertake appropriate training as necessary to achieve standards required to deliver the role effectively including:</p> <ul style="list-style-type: none"> • Customer Care • IT • Handling difficult situations • Equal Opportunities/Race Awareness 	<p>Evidence of attendance at courses relevant to the post e.g. Excel, Word, Access, PowerPoint, Outlook, Minute Taking, Telephone Technique,</p>	<p>Application form Interview Test/Assessment References</p>

Post Designation: **Administrative Officer**

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<p>EXPERIENCE</p>	<p>Experience of</p> <ul style="list-style-type: none"> • Using computer systems in a work environment • Working in an administrative / support role • Telephone / reception work. • Dealing directly with the public 	<p>Experience relating to</p> <ul style="list-style-type: none"> • Regeneration services • IT/computer requirements of the post. 	<p>Application form Interview Test/Assessment References</p>
<p>SPECIAL KNOWLEDGE/SKILLS</p>	<ul style="list-style-type: none"> • Interpersonal communication skills • Basic keyboard skills • Good standard of numeracy • A good standard of written and oral communication skills • Excellent customer and telephone skills • Good organisational skills • Ability to liaise effectively and form good working relationships with staff at all levels • Ability to maintain accurate records • Ability to think innovatively and supply solutions to a range of issues and problems • Ability to achieve objectives, targets and meet deadlines 	<p>Knowledge of the activities, functions and services within Regeneration.</p>	<p>Application form Interview Test/Assessment References</p>

Post Designation: **Administrative Officer**

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Approachable, personable manner • Excellent interpersonal skills • Attention to detail and accurate • Ability to meet challenges • Flexible, professional approach to the duties of the post • Self-motivated with a can do attitude and ability to work on own initiative • Ability to make a positive contribution to the service • Confident and enthusiastic • Ability to deal with high volumes of work and pressure • Adaptable and positive within a changing work environment • 	Motivation to further develop existing and acquire new skills.	Interview Test/Assessment References
INTEREST AND MOTIVATION RELEVANT TO THE JOB	<ul style="list-style-type: none"> • Development of existing skills and acquire new skills • Ensuring excellent service by undertaking a broad range of duties in a multi-disciplinary environment • 		Interview Test/Assessment References
COMMITMENT	Demonstrable commitment to: <ul style="list-style-type: none"> • achieving Equal Opportunities providing a customer orientated high quality service 		Interview Test/Assessment References

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

Post Designation: **BUILDING CONTROL MANAGER**

Directorate: Education and Environment

Service Group: Regeneration

Division: Planning

Responsible to: Head of Service

Salary Grade: Scale 9

Job Purpose and Role

1. Under the general direction of the Head of Service to assume responsibility for the leadership of staff assigned to the Building Control service.
2. Under the general direction of the Head of Service to assume responsibility for the day to day discharge of operational duties assigned to the service.
3. To assist the Head of Service in the effective organisation and leadership of the service.
4. To effectively contribute to the development and implementation of service cluster and divisional policies, procedures and protocols.
5. Under the general direction of the Assistant Director, Regeneration to participate as required in the delivery of the Council's corporate objectives through divisional, service cluster and corporate objectives.
6. To represent and/or deputise for the Head of Service and other Regeneration managers as required.
7. To manage and monitor Building Control budgets including the preparation of fees and charging proposals.

Principal Duties and Responsibilities

1. To lead the Council's Building Control service and to be the Council's lead adviser on technical Building Control issues.
2. To appraise and consider Building Regulation applications submitted for approval by the Council.
3. The provision of advice, guidance and day to day management and allocation of workloads to all staff assigned to the section and such other employees as may be necessary from time to time.

4. To enforce the performance standards financial and mandatory requirements of the Building Regulations and relevant legislation.
5. To assist with the development of plans, work programmes and targets and the monitoring of performance.
6. Attendance at Council Committees, Scrutiny Group meetings etc.
7. To carry out such inspections as may be necessary to ensure the compliance of building work with the requirements of the Building Regulations and associated legislation.
8. To pursue actions against contraventions of the Building Regulations in accordance with the procedures prescribed by the Building Act including preparing reports of conditions and proofs of evidence including submission of such evidence in Court.
9. To inspect all buildings or structures alleged to be or appearing to be defective or dangerous to any persons and to take any necessary action under the Building Act including preparing reports of conditions and proofs of evidence including submission of such evidence in a Court of Law.
10. Contribute to the development of the Building Control Service, including policies, plans as required.
11. Liaison and attendance at such meetings as may be appropriate with Elected Members, other Council services, local authorities and such other outside organisations as required.
12. The carrying out of talks and lectures to outside organisations.
13. The post-holder will be required to undertake duties based on the needs of the service outside normal office hours as directed by the Assistant Director, Regeneration, and in accordance with the agreed working pattern for the post and the Council's Conditions of Service.
14. To prepare correspondence, reports, notices, letters and legal evidence to effectively execute the functions of the Service and where necessary representation on behalf of the Council in respect of subsequent legal proceedings or other actions.
15. To act in accordance with the Council's Constitution and other Codes of Conduct.
16. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
17. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.

18. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
19. To participate in the wider development of the service and contribute to service improvement as required.

WOLVERHAMPTON CITY COUNCIL

PERSONNEL SPECIFICATION

Post Designation: **BUILDING CONTROL MANAGER**

<u>Job Purpose And Role:</u> Under the general direction of the Head of Service to assume responsibility for the leadership of the Building Control service.			
FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none">• Full Membership of a recognised professional body.	<ul style="list-style-type: none">• Relevant post graduate qualifications.	<ul style="list-style-type: none">• Application Form• Certificates
TRAINING	<ul style="list-style-type: none">• Willing to undertake appropriate further training as necessary.	<ul style="list-style-type: none">• Evidence of attendance of such courses relevant to the duties and responsibilities of the post.	<ul style="list-style-type: none">• Application Form• Interview
EXPERIENCE	<ul style="list-style-type: none">• Relevant experience for the post.• Experience of managing staff.	<ul style="list-style-type: none">• Experience of working in a large urban authority.• Experience of enforcement actions• Experience of managing budgets	<ul style="list-style-type: none">• Application Form• Interview
SPECIAL KNOWLEDGE/ SKILLS	<ul style="list-style-type: none">• Excellent written and oral communications skills.• Good decision making ability.• Ability to monitor and motivate staff.• Ability to meet the mobility requirements of the post.• Understanding of Local Authority Building Control in a competitive environment.• Ability to manage tight deadlines and competing priorities.	<ul style="list-style-type: none">• Knowledge of enforcement policies and procedures.• Knowledge of corporate structures, objectives and procedures and priorities.	<ul style="list-style-type: none">• Application Form• Interview

Post Designation: **BUILDING CONTROL MANAGER**

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
PERSONAL QUALITIES	<ul style="list-style-type: none"> • An open, approachable personality. • Good inter-personal skills. • Flexibility to accommodate the overall requirements of the service. • Customer focused. 	<ul style="list-style-type: none"> • Ability to work under pressure with minimum supervision. 	<ul style="list-style-type: none"> • Interview • Application Form • References
INTERESTS AND MOTIVATION RELEVANT TO THE JOB	<ul style="list-style-type: none"> • Desire to use opportunities provided by the post. 	<ul style="list-style-type: none"> • Further career progression. • Development of existing skills and acquisition of new skills relevant to the post. 	<ul style="list-style-type: none"> • Interview • Application Form • References
COMMITMENT	<ul style="list-style-type: none"> • Flexibility to accommodate professional and personal requirements. • High degree of commitment to enhance the profile of the post and the service. 	<ul style="list-style-type: none"> • Further career progression. • Development of existing and acquisition of new skills. 	<ul style="list-style-type: none"> • Interview

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

Post Designation: **COMPLIANCE OFFICER (PLANNING)**

Directorate: Education and Enterprise

Service Group: Regeneration

Division: Planning

Responsible to: Section Leader

Salary Grade: Scale 5

Job Purpose and Role

1. Under the general direction of a Section Leader to assist in the efficient and effective discharge of duties and tasks assigned to the Service.
2. To provide support and assistance to officers of the service to enable the efficient and effective discharge of the duties and tasks.
3. To contribute towards the achievement of the Council's corporate objectives and strategic priorities through both inter-divisional and inter-service cluster working.
4. To effectively manage and prioritise the case load attached to the post.

Principal Duties and Responsibilities

1. The investigation of complaints and enquiries received by the Service, and with respect to the case load attached to the post, the instigation of appropriate action.
2. To undertake the inspection and re-inspection of premises or land to ascertain the conditions appertaining and compliance with the legislation enforced by the Service.
3. Undertake duties necessary to satisfactorily enforce pollution, public health and nuisance control legislation.
4. Undertake surveys to identify the level of compliance or otherwise with Public Health, Environmental Protection and other legislation enforced by the Service and the subsequent instigation of the appropriate course of action.
5. To assist in the examination of plans submitted for Building Regulation and Town and Country Planning Act approval and where appropriate the carrying out of such investigations, visits and measurements to enable the Service to meet its purpose.
6. To undertake investigations, monitoring or other sampling in connection with the work of the Service.

7. To take evidence, prepare witness statements, attend court and interview potential defendants under the provisions of the Police and Criminal Evidence Act 1984.
8. Inspection and regulation in connection with the applications and enforcement for various licences, permits, registrations and legislation.
9. To undertake and assist in the preparation and mounting of displays and exhibitions and the dissemination of educational material and to carry out talks and lectures as required.
10. To act as an inspector appointed under the provisions of the Health and Safety at Work etc. Act 1974 and the Food Safety Act 1990.
11. To provide assistance in matters relating to Travellers and the Showell Road Site, pest control and dog warden service.
12. Attendance where necessary at Licensing Committee/Sub-Committee meetings.
13. To prepare correspondence reports, notices and legal evidence to effectively execute the functions of the Service and where appropriate represent the Council in respect of subsequent legal proceedings or other actions.
14. Attendance of such courses, seminars, conferences etc. as nominated by the Service.
15. To be fully aware of and comply with, the administration and monitoring systems operated by the Service and the keeping of such records as may be required.
16. To assist in the training of Student Environmental Health, Trading Standards, Planning and Building Control Officers or other individuals assigned to the Service.
17. The post-holder will be required to undertake duties based on the needs of the service outside normal office hours as directed by the Assistant Director, Regeneration, and in accordance with the agreed working pattern for the post and the Council's Conditions of Service.
18. To act in accordance with the Council's Constitution and other Codes of Conduct.
19. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
20. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
21. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
22. To participate in the wider development of the service and contribute to service improvement as required.

WOLVERHAMPTON CITY COUNCIL
PERSONNEL SPECIFICATION

Post Designation: **COMPLIANCE OFFICER (PLANNING)**

Job Purpose and Role: Under the general direction of a Section Leader undertake the investigation of Planning matters including offences, licence breaches, nuisances, and complaints and to assist in the general delivery of the functions assigned to the service.

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	Possession of a good overall academic education to at least GCSE level or equivalent standard, with three or more passes at GCSE level (a-c) or equivalent	a) Possession of English, Mathematics and Science qualifications at GCSE and 'A' level or equivalent; and/or b) Possession of a environmental protection, food safety or health and safety related qualification at HNC level or above or equivalent; and/or c) Possession of a public protection or town planning related qualification at HNC level or above or equivalent.	Application form Interview References
TRAINING	Willing to undertake appropriate training as necessary i.e. <ul style="list-style-type: none"> • Customer care • Legislation • Health & Safety • Handling Aggression 	Previous training relevant to environmental, planning or enforcement issues.	Application form Interview References

Post Designation: **COMPLIANCE OFFICER (PLANNING)**

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	Interaction with the public, representatives or businesses in challenging situations and environments and the delivery of enforcement or equivalent activities.	a) Previous experience of food and environmental safety or related activities. b) Previous experience of public protection or town planning or related activities. c) Previous experience of local authority enforcement activities. d) Experience of dealing with members of the public or other representatives.	Application form Interview References
SPECIAL KNOWLEDGE/SKILLS	a) A good standard of written and oral communication skills. b) Ability to meet the mobility requirements of the post.	Knowledge of legal procedures.	Application form Interview References
PERSONAL QUALITIES	a) Flexible, professional approach to the duties of the post. b) Ability to work as part of a team. c) Able to accommodate the emotional challenges/ demands of the post. d) Approachable, personable manner.	a) Ability to accommodate a heavy workload.	Application form Interview References
INTEREST AND MOTIVATION RELEVANT TO THE JOB	a) Desire to utilise the opportunities provided by the post. b) Interest in areas relevant to the post.	a) Desire for further career progression. b) Desire to develop existing and acquire new knowledge and skills.	Application Form Interview References

Post Designation: **COMPLIANCE OFFICER (PLANNING)**

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
COMMITMENT	a) Flexibility to accommodate professional and personal requirements. b) Enthusiasm for the duties of the post and Service. c) Support the Council's corporate commitments including equalities, crime reduction, and customer care.		Application Form Interview References

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

<u>Post Designation:</u>	DISTRICT BUILDING SURVEYOR
<u>Directorate:</u>	Education and Enterprise
<u>Service Group:</u>	Regeneration
<u>Division:</u>	Planning
<u>Responsible To:</u>	Building Control Manager / Section Leader (Building Control)
<u>Grade:</u>	Scale 6

Job Purpose and Role:

1. Under the general direction of the Building Control Manager / Section Leader (Building Control) to efficiently and effectively discharge the duties and tasks assigned to Building Control.
2. To assist the Building Control Manager / Section Leader (Building Control) in the discharge of the operational functions assigned to Building Control.
3. To provide support and assistance to officers in the service to enable the efficient and effective discharge of the duties and tasks assigned to the service.
4. To contribute towards the achievement of the Council's corporate objectives and priorities.

Principal Duties and Responsibilities

1. To appraise and consider building regulation applications submitted for approval to the Council.
2. To inspect building work in progress as may be necessary to ensure compliance with the Building Regulations.
3. Under the general direction of the Building Control Manager / Section Leader (Building Control) to take the appropriate action in respect of contraventions of the Building Regulations including attendance at Court.
4. Inspection of buildings or structures alleged to be or appearing to be defective or dangerous state and take the appropriate action.
5. To enforce provisions of the Building Act in relation to works being undertaken in connection with the demolition of buildings or structures.

6. To prepare correspondence, reports, notices, letters and legal evidence to effectively execute the functions of the Service and where necessary representation on behalf of the Council in respect of subsequent legal proceedings or other actions.
7. To attend as appropriate meetings with Elected Members, officers, other local authorities and outside organisations.
8. To keep abreast of current practices, legislation and developments in the field of building control including the attendance at such courses and seminars etc as nominated by the Head of Planning and to demonstrate commitment to continuous professional development.
9. To be fully aware and comply with the administrative and monitoring systems operated by the service and the keeping of such records as required.
10. To assist in the training of officers.
11. The post-holder will be required to undertake duties based on the needs of the service outside normal office hours as directed by the Assistant Director, Regeneration, and in accordance with the agreed working pattern for the post and the Council's Conditions of Service.
12. To act in accordance with the Council's Constitution and other Codes of Conduct.
13. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
14. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
15. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
16. To participate in the wider development of the service and contribute to service improvement as required.

WOLVERHAMPTON CITY COUNCIL

PERSONNEL SPECIFICATION

Post Designation: DISTRICT BUILDING SURVEYOR

<u>Job Purpose and Role:</u> Under the general direction of the Service Manager Building Control to efficiently and effectively discharge the duties and tasks assigned to the Section.			
FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none">• A HNC/HND Building Studies or equivalent or a degree or equivalent.	<ul style="list-style-type: none">• Working towards or holding a BSc in Building Surveying or equivalent.• Membership of an appropriate professional body.	Application form
TRAINING	<ul style="list-style-type: none">• Willingness to undertake further training as necessary.	<ul style="list-style-type: none">• Evidence of attendance at courses relevant to the duties and responsibilities of the post.	Application form Interview
EXPERIENCE	<ul style="list-style-type: none">• Experience in a wide variety of building work.	<ul style="list-style-type: none">• Previous experience in a similar sized local authority.	Application Form Interview
SPECIAL KNOWLEDGE/ SKILLS	<ul style="list-style-type: none">• Good written and oral communication skills.• Decision making ability.• Ability to meet the mobility requirements of the post.	<ul style="list-style-type: none">• Ability to accommodate a heavy workload.	Interview

Post Designation: **DISTRICT BUILDING SURVEYOR**

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to work as a member of a team. • Good inter-personal skills. • Carry out duties with minimum supervision. • Self motivated. 	<ul style="list-style-type: none"> • Ability to accommodate a heavy workload. 	Interview
INTERESTS AND MOTIVATION RELEVANT TO THE JOB	<ul style="list-style-type: none"> • Interest in building control. • Flexible approach. • Desire to use the opportunities provided by the post. 	<ul style="list-style-type: none"> • Desire to develop existing and acquire new knowledge and skills. 	Interview
COMMITMENT	<ul style="list-style-type: none"> • Evidence of enthusiasm for the work of the post and service. • Good customer care. 	<ul style="list-style-type: none"> • Commitment to ensure the safe standards of building within the City. 	

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

<u>Post Designation:</u>	HISTORIC ENVIRONMENT OFFICER
<u>Directorate:</u>	Education and Environment
<u>Service Group:</u>	Regeneration
<u>Division:</u>	Planning
<u>Responsible to:</u>	Section Leader
<u>Salary Grade:</u>	Grade 7

Job Purpose and Role

1. Under the general direction of the Section Leader to efficiently and effectively discharge the duties and tasks assigned to the section.
2. To represent and assist the Section Leader in the discharge of the operational functions assigned to the section.
3. To provide specialist input into the historic environment.
4. To provide support and assistance to officers of the service to enable the effective discharge of the duties and tasks assigned to the service.
5. To contribute to the Council's corporate objectives and priorities.

Principal Duties and Responsibilities

1. To provide specialist advice on matters to do with the historic environment including listed buildings, Conservation Areas and designated and non-designated assets, urban design and archaeology.
2. To comment on the conservation, archaeology and design aspects of development proposals, especially applications for Listed Building Consent and planning applications in Conservation Areas or those which may affect other historically important sites.
3. To promote historic environment lead initiatives including submission of external funding bids and management of projects.
4. Develop an integrated approach with English Heritage and other partners to ensure the delivery of social and economic regeneration through the City's historic environment.
5. To contribute to the development of initiatives and policy inputs into regional strategies, development plans (including Local Development Frameworks) and

other Council strategies and programmes to secure the protection, promotion and appropriate use of all aspects of historic environment.

6. To prepare reports for Planning Committee and other Member bodies and attendance at such meetings where appropriate.
7. To prepare written representation and expert evidence for and to represent the Council, act as a witness at inquiries, hearings and court proceedings.
8. To establish and maintain good internal and external relationships and care with customers, Members and colleagues.
9. To keep abreast of current practices, legislation and initiatives in historic environment matters.
10. To assist in the training of officers.
11. To be fully aware of and comply with administration and monitoring systems generated by the Council.
12. The post-holder will be required to undertake duties based on the needs of the service outside normal office hours as directed by the Assistant Director, Regeneration, and in accordance with the agreed working pattern for the post and the Council's Conditions of Service.
13. To prepare correspondence, reports, notices, letters and legal evidence to effectively execute the functions of the Service and where necessary representation on behalf of the Council in respect of subsequent legal proceedings or other actions.
14. To act in accordance with the Council's Constitution and other Codes of Conduct.
15. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
16. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
17. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
18. To participate in the wider development of the service and contribute to service improvement as required.

WOLVERHAMPTON CITY COUNCIL

PERSONNEL SPECIFICATION

Post Designation: **HISTORIC ENVIRONMENT OFFICER**

<u>Job Purpose and Role:</u> Under the general guidance of the Section Leader to effectively and efficiently discharge the duties and tasks assigned to the section.			
FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none"> • A degree or post graduate qualifications in planning or conservation or urban design or archaeology or a related discipline, or equivalent. • Full membership of a relevant professional institute, or eligibility/or studying for recognised qualification that would lead to membership 	<ul style="list-style-type: none"> • MRTPI or other relevant membership eg RICS or RIBA or equivalent. • Post graduate qualification in building conservation or urban design or archaeology or similar. • Membership of IHBC or IFA or equivalent 	Application form Production of Certificates
TRAINING	<ul style="list-style-type: none"> • Willing to undertake appropriate training as necessary. 	<ul style="list-style-type: none"> • Attendance at courses relevant to the duties of the post. 	Application form Interview
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in the area of the historic environment, urban design and archaeology. 	<ul style="list-style-type: none"> • A good working knowledge of British archaeology of all periods, especially post-medieval, industrial and recent periods. • Familiarity with planning legislation relevant to archaeology and historic buildings and landscapes and of the machinery that exists for their protection and regeneration. 	Application Form Interview

Post Designation: **HISTORIC ENVIRONMENT OFFICER** continued...

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
SPECIAL KNOWLEDGE/ SKILLS	<ul style="list-style-type: none"> • Knowledge of the conservation approach to repair, maintenance and alteration of buildings. • Good written and oral communications skills. • Decision making ability. • Ability to meet the mobility requirements of the job. • Knowledge of Listed Building and Conservation Area law and practice. • Historic Environment law and practice. • Knowledge of building construction and architecture history. • Ability to work under pressure and meet deadlines. 	<ul style="list-style-type: none"> • Knowledge of operational policies relevant to the historic environment and urban design. 	Application Form Interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Good interpersonal skills. • Flexible, professional approach to the duties of the post. • Ability to work as part of a team. 	<ul style="list-style-type: none"> • Ability to accommodate a heavy workload 	Interview
INTERESTS AND MOTIVATION RELEVANT TO THE JOB	<ul style="list-style-type: none"> • Interest in the historic environment. • Desire to undertake the opportunities provided by the post. 		Interview
COMMITMENT	<ul style="list-style-type: none"> • Commitment to continuing professional development. 		Interview References

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

<u>Post Designation:</u>	PLANNING OFFICER
<u>Directorate</u>	Education and Enterprise
<u>Service Group:</u>	Regeneration
<u>Division:</u>	Planning
<u>Responsible to:</u>	Section Leader/Head of Planning
<u>Salary Grade:</u>	Scale 6

Job Purpose and Role

1. Under the general direction of the Section Leader to efficiently and effectively discharge the duties and tasks assigned to the section.
2. To represent and assist the Section Leader in the discharge of the operational functions assigned to the section.
3. To prepare, monitor and review planning policies and plans, to deal with development proposals and planning applications, and to undertake planning enforcement.
4. To provide support and assistance to officers of the service to enable the effective discharge of the duties and tasks assigned to the service.
5. To contribute to the Council's corporate objectives and priorities.
6. To assist with the delivery of the development plan and regeneration projects to achieve the long term regeneration and vitality of the City.
7. To provide planning advice and make decisions on development proposals.
8. To co-ordinate and facilitate partnership working / liaison between Council officers, external organisations, local communities and businesses to ensure focused and effective regeneration of the City.

Principal Duties and Responsibilities

1. To contribute to the work of the service in dealing with a range of planning functions. The postholder will have a particular responsibility for leading on certain topics, projects and proposals.
2. To prepare reports for and attend Planning Committee and other Member bodies as required.

3. To prepare written representations and expert evidence for and represent the Council, act as a witness at examinations, inquiries, hearings and court proceedings.
4. Undertake duties as necessary to enforce planning and other matters.
5. To contribute to the preparation, monitoring and review of a range of planning documents forming part of the development plan for the City. This will include project management, evidence preparation, meeting legal requirements, comprehensive consultation with the public and other stakeholders and writing policy documents.
6. To co-ordinate and work closely with officers across the Council to deliver regeneration schemes.
7. To represent the Council in strategic partnership work on a range of planning-related matters.
8. To establish and maintain good, internal and external relationships and care with customers, Members and colleagues.
9. To keep abreast of current practices, legislation and initiatives in planning.
10. To assist in the briefing, training and capacity-building of officers, Members, representatives from other organisations and community members on planning issues.
11. The post-holder will be required to undertake duties based on the needs of the service outside normal office hours as directed by the Assistant Director, Regeneration, and in accordance with the agreed working pattern for the post and the Council's Conditions of Service.
12. To prepare correspondence, reports, notices, letters and legal evidence to effectively execute the functions of the Service and where necessary representation on behalf of the Council in respect of subsequent legal proceedings or other actions.
13. To prepare working briefs for the appointment of consultants and manage consultants to ensure performance of brief in accordance with programme and budget.
14. To work with officers and external bodies to secure external funding and developer contributions in order to deliver regeneration.
15. To act in accordance with the Council's Constitution and other Codes of Conduct.
16. To participate in staff development, appraisal and training as appropriate, including continuous professional development.

17. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
18. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
19. To participate in the wider development of the service and contribute to service improvement as required.

WOLVERHAMPTON CITY COUNCIL

PERSONNEL SPECIFICATION

Post Designation: **PLANNING OFFICER**

Job Purpose And Role: Under the general direction of the Section Leader to effectively and efficiently discharge the range of duties and tasks assigned to the section.

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none">• A degree or equivalent.• Working towards eligibility for membership of the Royal Town Planning Institute or well advanced on either a planning degree or well advanced on a planning post graduate qualification.	<ul style="list-style-type: none">• RTPI membership.• A planning degree or well advanced on a town and country planning post graduate qualification.• Project management experience.	<ul style="list-style-type: none">• Application Form• Interview
TRAINING	<ul style="list-style-type: none">• Willingness to undertake further appropriate training as necessary	<ul style="list-style-type: none">• Training in a particular planning specialism.	<ul style="list-style-type: none">• Application Form• Interview
EXPERIENCE	<ul style="list-style-type: none">• Experience of working in a Planning office		<ul style="list-style-type: none">• Application Form• Interview
SPECIAL KNOWLEDGE/ SKILLS	<ul style="list-style-type: none">• Excellent communication skills• Decision making ability• Ability to meet the mobility requirements of the post• Team working skills		<ul style="list-style-type: none">• Application Form• Interview

Post Designation: **PLANNING OFFICER**

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Good inter-personal skills. • Flexible, professional approach to the duties of the post • Ability to manage an intense and varied workload 		<ul style="list-style-type: none"> • Interview
INTERESTS AND MOTIVATION RELEVANT TO THE JOB	<ul style="list-style-type: none"> • Interest in Planning matters 		<ul style="list-style-type: none"> • Interview
COMMITMENT	<ul style="list-style-type: none"> • Evidence of enthusiasm for work of the post and service • Commitment to regeneration of the City. 		<ul style="list-style-type: none"> • Interview • References

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

Post Designation: **SECTION LEADER (BUILDING CONTROL)**

Directorate: Place

Service Group: City Assets

Division: Planning

Responsible to: Building Control Manager

Salary Grade: Scale 8

Job Purpose and Role

1. Under the general direction of the Building Control Manager to assume technical and professional leadership of staff, including managing workload of staff, the promotion of appropriate training, to ensure compliance with current legislation and professional and operational requirements, to advise on recruitment and selection and to carry out performance.
2. Under the general direction of the Building Control Manager to assume responsibility for the day to day discharge of operational duties assigned to the section.
3. To assist the Building Control Manager in the effective organisation and management of the service.
4. To effectively contribute to the development and implementation of work and systems improvements.
5. Under the general direction of the Assistant Director Regeneration to participate as required in the delivery of the Council's corporate objectives through divisional, service cluster and corporate objectives.
6. To represent and/or deputise for the Building Control Manager, the Head of Service and other Regeneration managers as required.

Principal Duties and Responsibilities

1. To lead a team of officers providing a Building Control service, including all matters relating to Building Control and access for people with disabilities (aimed at making Wolverhampton a more accessible city for all).
2. The provision of advice, guidance and day to day supervision of all staff assigned to the section and such other employees as may be necessary from time to time.
3. To assist with the development of plans, work programmes and the use of data to measure service delivery.
4. To prepare Reports to Member bodies and to attend member meetings as required

5. Represent the Council at Court proceedings as required.
6. Contribute to the development of the Planning Service as required.
7. Liaison and attendance at such meetings as may be appropriate with Elected Members, other Council services, local authorities and such other outside organisations as required.
8. The carrying out of talks and lectures to outside organisations.
9. To keep abreast of current procedures and developments in the field of Building Control by the attendance of courses, seminars, conferences etc.
10. The post-holder will be required to undertake duties based on the needs of the service outside normal office hours as directed by the Director, City Assets, and in accordance with the agreed working pattern for the post and the Council's Conditions of Service.
11. To prepare correspondence, reports, notices, letters and legal evidence to effectively execute the functions of the Service and where necessary representation on behalf of the Council in respect of subsequent legal proceedings or other actions.
12. To identify, commission and manage appropriate research, analysis and specialist advice to inform service matters.
13. Engage with local communities and organisations on building control and related issues.
15. To act in accordance with the Council's Constitution and other Codes of Conduct.
16. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
17. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
18. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
19. To participate in the wider development of the service and contribute to service improvement as required.

WOLVERHAMPTON CITY COUNCIL

PERSONNEL SPECIFICATION

Post Designation: **SECTION LEADER (BUILDING CONTROL)**

Job Purpose And Role: Under the general direction of the Building Control Manager to assume responsibility for the day to day supervision of staff assigned to a section of the Planning service.			
FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none">• Full membership of a professional body representing building surveyors.• A degree or equivalent.	<ul style="list-style-type: none">• Relevant post graduate qualifications.	<ul style="list-style-type: none">• Application Form• Certificates
TRAINING	<ul style="list-style-type: none">• Willing to undertake appropriate further training as necessary.	<ul style="list-style-type: none">• Evidence of attendance of such courses relevant to the duties and responsibilities of the service.	<ul style="list-style-type: none">• Application Form
EXPERIENCE	<ul style="list-style-type: none">• Relevant experience for the post.	<ul style="list-style-type: none">• Experience of managing staff.• Experience of working in a large urban authority.	<ul style="list-style-type: none">• Application Form• References
SPECIAL KNOWLEDGE/ SKILLS	<ul style="list-style-type: none">• Excellent written and oral communications skills.• Good decision making ability.• Ability to monitor and motivate staff.• Ability to meet the mobility requirements of the post.• Sound knowledge of building regulations.• Ability to manage tight deadlines and competing priorities.	<ul style="list-style-type: none">• Knowledge of corporate structures, objectives and procedures and priorities.	<ul style="list-style-type: none">• Application Form

Post Designation: **SECTION LEADER (BUILDING CONTROL)**

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
PERSONAL QUALITIES	<ul style="list-style-type: none"> • An open, approachable personality. • Good inter-personal skills. • Flexibility to accommodate the overall requirements of the service. • Customer focused. 	<ul style="list-style-type: none"> • Ability to work under pressure with minimum supervision. 	<ul style="list-style-type: none"> • Interview • Application Form • References
INTERESTS AND MOTIVATION RELEVANT TO THE JOB	<ul style="list-style-type: none"> • Understanding the role of the private sector, other public bodies and local communities in regeneration. • Understanding the role of planning in promoting and delivering regeneration. • Desire to use opportunities provided by the post. 	<ul style="list-style-type: none"> • Further career progression. • Development of existing skills and acquisition of new skills relevant to the post. 	<ul style="list-style-type: none"> • Interview
COMMITMENT	<ul style="list-style-type: none"> • Flexibility to accommodate professional and personal requirements. • High degree of commitment to enhance the profile of the post and the service. 		<ul style="list-style-type: none"> • Interview • References

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

Post Designation: **SECTION LEADER (PLANNING)**

Directorate: Education and Enterprise

Service Group: Regeneration

Division: Planning

Responsible to: Head of Planning

Salary Grade: Grade 8

Job Purpose and Role

1. Under the general direction of the Head of Planning to assume technical and professional leadership of staff, including managing workload of staff, the promotion of appropriate training, to ensure compliance with current legislation and professional and operational requirements, to advise on recruitment and selection and to carry out performance.
2. Under the general direction of the Head of Planning to assume responsibility for the day to day discharge of operational duties assigned to the section.
3. To assist the Head of Planning in the effective organisation and management of the service.
4. To effectively contribute to the development and implementation of work and systems improvements.
5. Under the general direction of the Assistant Director Regeneration to participate as required in the delivery of the Council's corporate objectives through divisional, service cluster and corporate objectives.
6. To represent and/or deputise for the Head of Service and other Regeneration managers as required.

Principal Duties and Responsibilities

1. To lead a team of officers providing a planning service, including all matters relating to planning applications, trees, enforcement, the historic environment, planning policy, sustainability (including leading on the corporate programme for the reduction of carbon emissions, climate change and biodiversity).
2. The provision of advice, guidance and day to day supervision of all staff assigned to the section and such other employees as may be necessary from time to time.
3. To assist with the development of plans, work programmes and the use of data to measure service delivery.

4. To prepare Reports to Member bodies and to attend member meetings as required
5. Represent the Council at Planning Inquiries and Court proceedings as required.
6. Contribute to the development of the Planning Service as required.
7. Facilitate and participate in cross-service and multi-agency working to deliver the City's priorities through the Local Development Framework and other plans.
8. Liaison and attendance at such meetings as may be appropriate with Elected Members, other Council services, local authorities and such other outside organisations as required. To represent the Council in strategic and local partnership work on a range of planning-related matters.
9. The carrying out of talks and lectures to outside organisations.
10. To keep abreast of current procedures and developments in the field of planning by the attendance of courses, seminars, conferences etc.
11. The post-holder will be required to undertake duties based on the needs of the service outside normal office hours as directed by the Assistant Director, Regeneration, and in accordance with the agreed working pattern for the post and the Council's Conditions of Service.
12. To prepare correspondence, reports, notices, letters and legal evidence to effectively execute the functions of the Service and where necessary representation on behalf of the Council in respect of subsequent legal proceedings or other actions.
13. To identify, commission and manage appropriate research, analysis and specialist advice to inform service matters.
14. Engage with local communities and organisations on planning and related issues.
15. To act in accordance with the Council's Constitution and other Codes of Conduct.
16. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
17. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
18. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
19. To participate in the wider development of the service and contribute to service improvement as required.

WOLVERHAMPTON CITY COUNCIL

PERSONNEL SPECIFICATION

Post Designation: **SECTION LEADER (PLANNING)**

Job Purpose And Role: Under the general direction of the Head of Planning to assume responsibility for the day to day supervision of staff assigned to a section of the Planning service.

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none">• Full membership of the RTPI• A degree or equivalent.	<ul style="list-style-type: none">• Relevant post graduate qualifications.	<ul style="list-style-type: none">• Application Form• Certificates
TRAINING	<ul style="list-style-type: none">• Willing to undertake appropriate further training as necessary.	<ul style="list-style-type: none">• Evidence of attendance of such courses relevant to the duties and responsibilities of the service.	<ul style="list-style-type: none">• Application Form
EXPERIENCE	<ul style="list-style-type: none">• Relevant experience for the post.	<ul style="list-style-type: none">• Experience of managing staff.• Experience of working in a large urban authority.	<ul style="list-style-type: none">• Application Form• References
SPECIAL KNOWLEDGE/ SKILLS	<ul style="list-style-type: none">• Excellent written and oral communications skills.• Good decision making ability.• Ability to monitor and motivate staff.• Ability to meet the mobility requirements of the post.• Sound knowledge of town planning law and practice.• Ability to manage tight deadlines and competing priorities.	<ul style="list-style-type: none">• Knowledge of corporate structures, objectives and procedures and priorities.	<ul style="list-style-type: none">• Application Form

Post Designation: **SECTION LEADER (PLANNING)**

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
PERSONAL QUALITIES	<ul style="list-style-type: none"> • An open, approachable personality. • Good inter-personal skills. • Flexibility to accommodate the overall requirements of the service. • Customer focused. 	<ul style="list-style-type: none"> • Ability to work under pressure with minimum supervision. 	<ul style="list-style-type: none"> • Interview • Application Form • References
INTERESTS AND MOTIVATION RELEVANT TO THE JOB	<ul style="list-style-type: none"> • Understanding the role of the private sector, other public bodies and local communities in regeneration. • Understanding the role of planning in promoting and delivering regeneration. • Desire to use opportunities provided by the post. 	<ul style="list-style-type: none"> • Further career progression. • Development of existing skills and acquisition of new skills relevant to the post. 	<ul style="list-style-type: none"> • Interview
COMMITMENT	<ul style="list-style-type: none"> • Flexibility to accommodate professional and personal requirements. • High degree of commitment to enhance the profile of the post and the service. 		<ul style="list-style-type: none"> • Interview • References

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

<u>Post Designation:</u>	SENIOR BUILDING SURVEYOR
<u>Directorate:</u>	Education and Enterprise
<u>Service Group:</u>	Regeneration
<u>Division:</u>	Planning
<u>Responsible To:</u>	Building Control Manager / Section Leader (Building Control)
<u>Grade:</u>	Scale 7

Job Purpose and Role:

1. Under the general direction of the Building Control Manager / Section Leader (Building Control) to efficiently and effectively discharge the duties and tasks assigned to Building Control.
2. To represent and assist the Building Control Manager / Section Leader (Building Control) in the discharge of the operational functions assigned to Building Control. In particular to deal with the more complex issues where appropriate and undertake a mentoring role in respect of District Surveyors.
3. To provide support and assistance to officers in the service to enable the efficient and effective discharge of the duties and tasks assigned to the service.
4. To effectively contribute to the development and implementation of work and systems improvements.
5. To contribute to the Council's corporate objectives and priorities.

Principal Duties and Responsibilities

1. To deputise for the Section Leader and to take a lead role on certain functions or projects as directed by the Building Control Manager.
2. To contribute to the work of the service in dealing with a range of building control functions. The postholder will have a particular responsibility for leading on certain topics, projects and proposals. In particular to deal with the more complex issues where appropriate.
3. To appraise and consider building regulation applications submitted for approval to the Council, particularly very complex applications or those for major developments.

4. To inspect building work in progress as may be necessary to ensure compliance with the Building Regulations, particularly very complex work or those for major developments.
5. To take the appropriate action in respect of contraventions of the Building Regulations including attendance at Court.
6. To inspect buildings or structures alleged to be or appearing to be defective or dangerous state and take the appropriate action.
7. To enforce provisions of the Building Act in relation to works being undertaken in connection with the demolition of buildings or structures.
8. To prepare correspondence, reports, notices, letters and legal evidence to effectively execute the functions of the Service and where necessary representation on behalf of the Council in respect of subsequent legal proceedings or other actions.
9. To establish and maintain good, internal and external relationships and care with customers, Members and colleagues.
10. To keep abreast of current practices, legislation and developments in the field of building control including the attendance at such courses and seminars etc as nominated by the Head of Planning and to demonstrate commitment to continuous professional development.
11. To assist in the briefing, training and capacity-building of officers, Members, representatives from other organisations and community members on planning issues.
12. The post-holder will be required to undertake duties based on the needs of the service outside normal office hours as directed by the Assistant Director, Regeneration, and in accordance with the agreed working pattern for the post and the Council's Conditions of Service. This will include the post-holder being on call out of hours to inspect buildings or structures alleged to be or appearing to be defective or dangerous state and take the appropriate action.
13. To act in accordance with the Council's Constitution and other Codes of Conduct.
14. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
15. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
16. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.

17. To participate in the wider development of the service and contribute to service improvement as required.

WOLVERHAMPTON CITY COUNCIL

PERSONNEL SPECIFICATION

Post Designation: **SENIOR BUILDING SURVEYOR**

<u>Job Purpose and Role:</u> Under the general direction of the Building Control Manager to efficiently and effectively discharge the duties and tasks assigned to the Section.			
FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none">• A degree or equivalent.• Eligibility for Membership of an appropriate professional body.	<ul style="list-style-type: none">• Working towards or holding a BSc in building surveying degree or post graduate building surveying qualification.	Application form Interview
TRAINING	<ul style="list-style-type: none">• Willingness to undertake further training as necessary.	<ul style="list-style-type: none">• Evidence of attendance at courses relevant to the duties and responsibilities of the post.	Application form Interview
EXPERIENCE	<ul style="list-style-type: none">• Experience in a wide variety of building control work.		Application Form Interview
SPECIAL KNOWLEDGE/ SKILLS	<ul style="list-style-type: none">• Good written and oral communication skills.• Decision making ability.• Ability to meet the mobility requirements of the post.		Interview

Post Designation: **DISTRICT BUILDING SURVEYOR**

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to work as a member of a team. • Good inter-personal skills. • Carry out duties with minimum supervision. • Self motivated. 	<ul style="list-style-type: none"> • Ability to accommodate a heavy workload. 	Interview
INTERESTS AND MOTIVATION RELEVANT TO THE JOB	<ul style="list-style-type: none"> • Interest in building control. • Flexible approach. • Desire to use the opportunities provided by the post. 		Interview
COMMITMENT	<ul style="list-style-type: none"> • Evidence of enthusiasm for the work of the post and service. • Good customer care. 		

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

Post Designation: **SENIOR PLANNING OFFICER**

Directorate: Education and Enterprise

Service Group: Regeneration

Division: Planning

Responsible to: Section Leader

Salary Grade: Scale 7

Job Purpose and Role

1. Under the general direction of the Section Leader to efficiently and effectively discharge the duties and tasks assigned to the section.
2. To represent and assist the Section Leader in the discharge of the operational functions assigned to the section.
3. To prepare, monitor and review planning policies and plans, to deal with development proposals and planning applications, and to undertake planning enforcement.
4. To assist with the delivery of the development plan and regeneration projects to achieve the long term regeneration and vitality of the City.
5. To provide planning advice and make decisions on development proposals.
6. To co-ordinate and facilitate partnership working / liaison between Council officers, external organisations, local communities and businesses to ensure focused and effective regeneration of the City.
7. To provide support and assistance to officers of the service to enable the effective discharge of the duties and tasks assigned to the service.
8. To contribute to the Council's corporate objectives and priorities.

Principal Duties and Responsibilities

1. To deputise for the Section Leader and to take a lead role on certain functions or projects as directed by the Head of Service.
2. To contribute to the work of the service in dealing with a range of planning functions. The postholder will have a particular responsibility for leading on certain topics, projects and proposals.

3. To prepare reports for and attend Planning Committee and other Member bodies as required.
4. To prepare written representations and expert evidence for and represent the Council, act as a witness at examinations, inquiries, hearings and court proceedings.
5. Undertake duties as necessary to enforce planning and other matters.
6. To contribute to the preparation, monitoring and review of a range of planning documents forming part of the development plan for the City. This will include project management, evidence preparation, meeting legal requirements, comprehensive consultation with the public and other stakeholders and writing policy documents.
7. To co-ordinate and work closely with officers across the Council to deliver regeneration schemes.
8. To represent the Council in strategic partnership work on a range of planning-related matters.
9. To establish and maintain good, internal and external relationships and care with customers, Members and colleagues.
10. To keep abreast of current practices, legislation and initiatives in planning.
11. To assist in the briefing, training and capacity-building of officers, Members, representatives from other organisations and community members on planning issues.
12. The post-holder will be required to undertake duties based on the needs of the service outside normal office hours as directed by the Assistant Director, Regeneration, and in accordance with the agreed working pattern for the post and the Council's Conditions of Service.
13. To carry out other duties, as directed, commensurate with the level of responsibility and grade of the post, subject to any reasonable adjustment required under the Equality Act.
14. To prepare correspondence, reports, notices, letters and legal evidence to effectively execute the functions of the Service and where necessary representation on behalf of the Council in respect of subsequent legal proceedings or other actions.
15. To act in accordance with the Council's Constitution and other Codes of Conduct.
16. To participate in staff development, appraisal and training as appropriate, including continuous professional development.

17. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
18. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equalities Act 2010.
19. To participate in the wider development of the service and contribute to service improvement as required.

WOLVERHAMPTON CITY COUNCIL

PERSONNEL SPECIFICATION

Post Designation: **SENIOR PLANNING OFFICER**

Job Purpose And Role: Under the general direction of the Section Leader to effectively and efficiently discharge the duties and tasks assigned to the section.

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none">• Full membership of MRTPI.• A degree or equivalent.	<ul style="list-style-type: none">• Planning degree or post graduate planning qualification.	<ul style="list-style-type: none">• Application Form.• Interview.
TRAINING	<ul style="list-style-type: none">• Willingness to undertake further appropriate training as necessary.	<ul style="list-style-type: none">• Attendance at courses relevant to the duties of the post.	<ul style="list-style-type: none">• Application Form.• Interview.
EXPERIENCE	<ul style="list-style-type: none">• Experience of working in Planning.		<ul style="list-style-type: none">• Application Form.• Interview.
SPECIAL KNOWLEDGE/ SKILLS	<ul style="list-style-type: none">• Good written and oral communications skills.• Decision making ability.• Ability to meet the mobility requirements of the post.	<ul style="list-style-type: none">• Knowledge of planning policy and development control operational policies (including enforcement).	<ul style="list-style-type: none">• Application Form.• Interview.

Post Designation: **SENIOR PLANNING OFFICER**

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Good inter-personal skills. • Flexible, professional approach to the duties of the post. • Ability to work as part of a team. 	<ul style="list-style-type: none"> • Ability to accommodate a heavy workload. 	<ul style="list-style-type: none"> • Interview.
INTERESTS AND MOTIVATION RELEVANT TO THE JOB	<ul style="list-style-type: none"> • Interest in Planning matters. • Desire to undertake the opportunities provided by the post. 		<ul style="list-style-type: none"> • Interview.
COMMITMENT	<ul style="list-style-type: none"> • Commitment to regeneration within the City. • Evidence of enthusiasm for work of the post and service. 		<ul style="list-style-type: none"> • Interview. • References.

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

<u>Post Designation:</u>	SENIOR TECHNICIAN
<u>Directorate:</u>	Education and Enterprise
<u>Service Group:</u>	Regeneration
<u>Division:</u>	Planning
<u>Responsible To:</u>	Head of Planning
<u>Salary Grade:</u>	Scale 6

Job Purpose and Role

1. Under the general direction of the Head of Service – Planning to efficiently and effectively discharge the duties and tasks assigned to the Service.
2. To provide support and assistance to officers of the division to enable the efficient and effective discharge of the duties and tasks.
3. Under the general direction of the Head of Service - Planning to participate as required in the delivery of the Council's corporate objectives through divisional, group and corporate activities.
4. To line manage all of the Technicians in the Planning division.

Principal Duties and Responsibilities

1. Under the general direction of the Head of Planning provide efficient, high quality technical support and advice for the delivery of the Building Control and Historic Environment services to customers.
2. Under the general direction of the Head of Planning to manage, monitor and review the technical elements required for the processing of building regulation applications and the technical elements required for supporting the Historic Environment function.
3. To liaise with other sections within the Council, and outside bodies where appropriate, in respect of common links relating to Building Control and the Historic Environment.
4. To carry out the duties and responsibilities involved with line managing all of the Technicians in the Planning division.

5. To develop and maintain an expertise in all current and future technical support requirements on behalf of Building Control and Historic Environment.
6. To train and develop staff within the section, as required, on the technical support processes used by Development Control and the Historic Environment.
7. To develop and produce management reports, reports and statistics, as required, from IT systems.
8. Preparation of rotas of duties to ensure adequate cover of staff.
9. Liaise with the Head of Planning in connection with the allocation of Technician support.
10. To take a lead role on the technical elements required for the processing of building regulation applications and for the Historic Environment service, ensuring that all technical support requirements are provided to a high quality standard.
11. To develop and maintain an expertise in all current and future Regeneration information systems.
12. To perform systems analysis, under the direction of the Head of Planning and developing appropriate solutions.
13. The post-holder will be required to undertake duties based on the needs of the service outside normal office hours as directed by the Assistant Director, Regeneration, and in accordance with the agreed working pattern for the post and the Council's Conditions of Service.
14. To act in accordance with the Council's Constitution and other Codes of Conduct.
15. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
16. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
17. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
18. To participate in the wider development of the service and contribute to service improvement as required.

WOLVERHAMPTON CITY COUNCIL

PERSONNEL SPECIFICATION

Post Designation: **SENIOR TECHNICIAN**

<u>Job Purpose and Role:</u> To assist the Head of Planning and provide technical support within Planning services			
FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	Possession of, or the ability to attain, the level of qualification required in order to enable the postholder to discharge the range of duties assigned to the post. GCSE's in 3 subjects grades A-C in 3 subjects or equivalent.	Possession and maintenance of the level and range of qualifications required to fully discharge the duties and responsibilities of the post A recognised level of achievement in computers, e.g. ECDL NVQ level 3 in Customer Services	Application form Interview Certificates
TRAINING	Willingness to undertake further appropriate training as necessary.	Evidence of attendance at courses relevant to the duties and responsibilities of the post and division.	Application form Interview
EXPERIENCE	Experience of managing, monitoring and/or utilising computer systems. e.g. Word, Excel, Access and Outlook	Relevant experience including the specific corporate, service and technological requirements of the post. Experience of supervising staff.	Application form Interview References

Post Designation: **SENIOR TECHNICIAN**

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<p>SPECIAL KNOWLEDGE/SKILLS</p>	<p>Possession of the skills and ability to develop the division's IT operations and functions.</p> <p>Good communication skills.</p> <p>Good organisational skills</p> <p>Able to allocate human resources appropriately over competing priorities.</p> <p>Ability to read and interpret technical drawings.</p> <p>Ability to think innovatively and successfully supply solutions to a range of issues and problems.</p>	<p>Knowledge of Planning operational systems and technological information systems.</p> <p>Good supervision skills.</p>	<p>Application form Interview</p>
<p>PERSONAL QUALITIES</p>	<p>Good interpersonal skills</p> <p>Flexible approach to the duties of the post.</p> <p>Ability to work on own initiative and as apart of a team.</p>	<p>Ability to direct and prioritize the work of staff</p>	<p>Application form Interview</p>

Post Designation: **SENIOR TECHNICIAN**

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
INTEREST AND MOTIVATION RELEVANT TO THE JOB	The desire to ensure good service delivery by undertaking a broad range of duties in a multi-disciplinary environment. Flexible approach.	Interest in the built environment	Application form Interview
COMMITMENT	Evidence of enthusiasm for the work of the post and division.		Interview

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

<u>Post Designation:</u>	BUILDING CONTROL SERVICE LEADER
<u>Directorate:</u>	Education and Enterprise
<u>Service Group:</u>	Regeneration
<u>Division:</u>	Planning
<u>Responsible to:</u>	Head of Planning
<u>Salary Grade:</u>	Scale 8

Job Purpose and Role

1. Under the general direction of the Head of Planning and the Building Control Manager to assume technical and professional leadership of staff, including managing workload of staff, the promotion of appropriate training, to ensure compliance with current legislation and professional and operational requirements, to advise on recruitment and selection and to carry out performance.
2. Under the general direction of the Head of Planning and the Building Control Manager to assume responsibility for the day to day discharge of operational duties assigned to the section.
3. To assist the Head of Planning and the Building Control Manager in the effective organisation and management of the service.
4. To effectively contribute to the development and implementation of work and systems improvements.
5. Under the general direction of the Assistant Director Regeneration to participate as required in the delivery of the Council's corporate objectives through divisional, service cluster and corporate objectives.
6. To represent and/or deputise for the Head of Service and other Regeneration managers as required.

Principal Duties and Responsibilities

1. To lead a team of officers providing a building control service, including all matters relating to building control and access for people with disabilities (aimed at making Wolverhampton a more accessible city for all).
2. The provision of advice, guidance and day to day supervision of all staff assigned to the section and such other employees as may be necessary from time to time.
3. To assist with the development of plans, work programmes and the use of data to measure service delivery.

4. To prepare Reports to Member bodies and to attend member meetings as required
5. Represent the Council at Court proceedings as required.
6. Contribute to the development of the Planning Service as required.
7. Liaison and attendance at such meetings as may be appropriate with Elected Members, other Council services, local authorities and such other outside organisations as required.
8. The carrying out of talks and lectures to outside organisations.
9. To keep abreast of current procedures and developments in the field of planning by the attendance of courses, seminars, conferences etc.
10. The post-holder will be required to undertake duties based on the needs of the service outside normal office hours as directed by the Assistant Director, Regeneration, and in accordance with the agreed working pattern for the post and the Council's Conditions of Service.
11. To prepare correspondence, reports, notices, letters and legal evidence to effectively execute the functions of the Service and where necessary representation on behalf of the Council in respect of subsequent legal proceedings or other actions.
12. To identify, commission and manage appropriate research, analysis and specialist advice to inform service matters.
13. Engage with local communities and organisations on building control and related issues.
15. To act in accordance with the Council's Constitution and other Codes of Conduct.
16. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
17. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
18. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
19. To participate in the wider development of the service and contribute to service improvement as required.

WOLVERHAMPTON CITY COUNCIL

PERSONNEL SPECIFICATION

Post Designation: **BUILDING CONTROL SERVICE LEADER**

<u>Job Purpose And Role:</u> Under the general direction of the Head of Planning to assume responsibility for the day to day supervision of staff assigned to a section of the Planning service.			
FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none">• Full membership of a professional body representing building surveyors.• A degree or equivalent.	<ul style="list-style-type: none">• Relevant post graduate qualifications.	<ul style="list-style-type: none">• Application Form• Certificates
TRAINING	<ul style="list-style-type: none">• Willing to undertake appropriate further training as necessary.	<ul style="list-style-type: none">• Evidence of attendance of such courses relevant to the duties and responsibilities of the service.	<ul style="list-style-type: none">• Application Form
EXPERIENCE	<ul style="list-style-type: none">• Relevant experience for the post.	<ul style="list-style-type: none">• Experience of managing staff.• Experience of working in a large urban authority.	<ul style="list-style-type: none">• Application Form• References
SPECIAL KNOWLEDGE/ SKILLS	<ul style="list-style-type: none">• Excellent written and oral communications skills.• Good decision making ability.• Ability to monitor and motivate staff.• Ability to meet the mobility requirements of the post.• Sound knowledge of building regulations.• Ability to manage tight deadlines and competing priorities.	<ul style="list-style-type: none">• Knowledge of corporate structures, objectives and procedures and priorities.	<ul style="list-style-type: none">• Application Form

Post Designation: **SERVICE LEADER (BUILDING CONTROL)**

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
PERSONAL QUALITIES	<ul style="list-style-type: none"> • An open, approachable personality. • Good inter-personal skills. • Flexibility to accommodate the overall requirements of the service. • Customer focused. 	<ul style="list-style-type: none"> • Ability to work under pressure with minimum supervision. 	<ul style="list-style-type: none"> • Interview • Application Form • References
INTERESTS AND MOTIVATION RELEVANT TO THE JOB	<ul style="list-style-type: none"> • Understanding the role of the private sector, other public bodies and local communities in regeneration. • Understanding the role of planning in promoting and delivering regeneration. • Desire to use opportunities provided by the post. 	<ul style="list-style-type: none"> • Further career progression. • Development of existing skills and acquisition of new skills relevant to the post. 	<ul style="list-style-type: none"> • Interview
COMMITMENT	<ul style="list-style-type: none"> • Flexibility to accommodate professional and personal requirements. • High degree of commitment to enhance the profile of the post and the service. 		<ul style="list-style-type: none"> • Interview • References

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

Post Designation: **SUSTAINABILITY OFFICER**

Directorate: Education and Enterprise

Service Group: Regeneration

Division: Planning

Responsible to: Section Leader

Salary Grade: Scale 7

Job Purpose and Role

Under the direction of the Head of Planning / Section Leader (Planning Policy) to lead the preparation, monitoring and review of sustainability strategies and plans, to lead and co-ordinate the preparation and delivery of sustainability programmes and projects, and to work in support of the Council service areas, partners and local communities in delivering the City's sustainable growth priorities.

Principal Duties and Responsibilities

1. Lead and co-ordinate the preparation and delivery of sustainability programmes and projects.
2. Prepare, monitor and review sustainability strategies and plans.
3. Research for, prepare and present information, policy advice and guidance on sustainability and sustainability related issues for the Council, partners and the community, as topics in their own right and in relation to their impact on other themes.
4. Promote sustainable development to Council services, Members, partners and local communities.
5. Support Council service areas in work to integrate the mitigation of and adaptation to climate change into the Council's operations and procurement of goods and services and to support partners in their mitigation and adaptation practices.
6. Lead and co-ordinate sustainability appraisals of strategies, policies, and plans, advise on sustainability issues relating to development proposals, and ensure that UK and European sustainability legislation is complied with in respect to strategies, policies, and plans.
7. Support Council service areas, partners and local communities in promoting and delivering sustainable growth of the City, including a low carbon green economy and well being of residents.
8. Prepare consultancy briefs, commission and manage consultants.

9. Prepare bids to secure external funding for sustainability programmes and projects.
10. Co-ordinate the preparation, monitoring, review and delivery of biodiversity strategies, plans and programmes, and to work with Council service areas, partners and local communities to ensure action is aligned with the City's sustainable growth priorities.
11. Represent the Council at external meetings and to prepare reports and attend Member meetings.
12. Maintain an up to date knowledge of sustainability issues from legislation, national and EU policy, research and other publications, and ensure that appropriate staff, Members and partners are aware of relevant issues.
13. The post-holder will be required to undertake duties based on the needs of the service outside normal office hours as directed by the Assistant Director, Regeneration, and in accordance with the agreed working pattern for the post and the Council's Conditions of Service.
14. To prepare correspondence, reports, notices, letters and legal evidence to effectively execute the functions of the Service and where necessary representation on behalf of the Council in respect of subsequent legal proceedings or other actions.
15. To act in accordance with the Council's Constitution and other Codes of Conduct.
16. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
17. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
18. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
19. To participate in the wider development of the service and contribute to service improvement as required.

WOLVERHAMPTON CITY COUNCIL
PERSONNEL SPECIFICATION

Post Designation: **SUSTAINABILITY OFFICER**

Job Purpose and Role:

To:

1. Lead the corporate programme for the reduction of carbon emissions by the Council
2. Lead on Climate Change for the City through the Wolverhampton Partnership, including implementing, monitoring, and reviewing the Wolverhampton Climate Change Strategy and Action Plan
3. Be responsible for delivery of the National and Local targets and indicators on Climate Change by the Council and the City
4. Advise and provide guidance on Climate Change and carbon related issues for the Council and the Wolverhampton partnership
5. Support the wider work of the Council and its partners in delivering an economically, socially and environmentally sustainable City and region

Factors	Essential	Desirable	How Identified
Qualifications	A degree or equivalent, or post-graduate qualification relevant to the Post.	Membership of relevant professional body.	Application Form Interview Production of certificates
Training	Willingness to undertake any necessary relevant training.	Project Management Microsoft office suite including Excel Spreadsheets	Application Form Interview Production of certificates where appropriate References
Experience	Experience of working in areas relevant to the post. Experience of leading and co-ordinating projects and programmes	Drafting corporate strategies and action plans, policy advice and guidance Environmental/energy monitoring and auditing systems.	Application Form Interview References

Factors	Essential	Desirable	How Identified
Special Knowledge / Skills	<p>Good organisational skills.</p> <p>Ability to motivate people from a wide range of backgrounds and skills to deliver to programmes.</p> <p>Skills to research, interpret and present data to a variety of audiences and in a variety of formats.</p> <p>Working knowledge of the UK and EC sustainability legislation and policies.</p> <p>Working knowledge of issues to do with Climate Change and means of addressing them.</p> <p>Working with the community to make beneficial choices.</p> <p>Working knowledge of the wider social and economic sustainability agenda.</p>	<p>Working knowledge of the Carbon Trust's Carbon Management Programme.</p> <p>Populating and interpreting Excel spreadsheets</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

Factors	Essential	Desirable	How Identified
Personal Qualities	Enthusiasm for and positive outlook on the role. Ability to work under pressure to realise specific targets and self motivate.	Ability to work effectively in a variety of environments	Interview References
Interests and motivation relevant to the job	Improve the efficiency and effectiveness of the Council. Help the community to secure a sustainable future		Application Form Interview
Commitment	Making the City more sustainable Ensuring the City meets its sustainability commitments		Interview

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

<u>Post Designation:</u>	TECHNICIAN
<u>Directorate:</u>	Education and Enterprise
<u>Service Group:</u>	Regeneration
<u>Division:</u>	Planning
<u>Responsible To:</u>	Senior Technician/ Head of Planning
<u>Salary Grade:</u>	Scale 4

Job Purpose and Role

1. Under the general direction of the Head of Planning and the Senior Technician to efficiently and effectively discharge the duties and tasks assigned to the Service.
2. To provide support and assistance to officers of the division to enable the efficient and effective discharge of the duties and tasks.
3. Under the general direction of the Head of Planning and the Senior Technician to participate as required in the delivery of the Council's corporate objectives through divisional, group and corporate activities.

Principal Duties and Responsibilities

1. Under the general direction of the Head of Planning and the Senior Technician to provide efficient, high quality technical support and advice for the delivery of the Building Control and Historic Environment services to customers.
2. Under the general direction of the Head of Planning and the Senior Technician to manage, monitor and review the technical elements required for the Historic Environment service and the processing of building regulation applications.
3. To liaise with other sections within the Council, and outside bodies (including English Heritage) where appropriate, in respect of common links relating to Building Control and Historic Environment technical needs and impact.
4. To develop and maintain an expertise in all current and future technical support requirements on behalf of Building Control and Historic Environment in all current and future Regeneration information systems.

5. To support staff within the section, as required, on the technical support processes used by Building Control and Historic Environment, including assisting with site surveys, analyzing survey results and presenting findings in graphic format, monitoring and updating the website and databases, preparing graphics for consultations, reports and legal documents, and contributing to the production of guidance for customers.
6. To undertake all technical elements required for the processing of building regulation applications, ensuring that all technical support requirements are accurately provided to a high quality standard.
7. To keep abreast of current legislation and guidance on historic environment matters and to provide advice to customers on general queries relating to historic environment planning matters.
8. To contribute to systems analysis.
9. To act in accordance with the Council's Constitution and other Codes of Conduct.
10. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
11. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
12. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
13. To participate in the wider development of the service and contribute to service improvement as required.

WOLVERHAMPTON CITY COUNCIL

PERSONNEL SPECIFICATION

Post Designation: **TECHNICIAN**

<u>Job Purpose and Role:</u> To assist the Senior Technician to provide support and assistance to officers of the division to enable the efficient and effective discharge of the duties and tasks.			
FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	Possession of, or the ability to attain, the level of qualification required in order to enable the postholder to discharge the range of duties assigned to the post	Possession and maintenance of the level and range of qualifications required to fully discharge the duties and responsibilities of the post GCSE's in 3 subjects grades A-C in 3 subjects or equivalent A recognised level of achievement in computers, e.g. ECDL NVQ level 2 in Customer Services A BTEC/SQA National or Higher National Certificate or equivalent in a relevant subject	Application form Interview Certificates
TRAINING	Willingness to undertake further appropriate training as necessary	Evidence of attendance at courses relevant to the duties and responsibilities of the post and division	Application form Interview
EXPERIENCE	Experience of managing, monitoring and/or utilising computer systems. e.g. Word, Excel, Access and Outlook	Relevant experience including the specific corporate, service and technological requirements of the post	Application form Interview References

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<p>SPECIAL KNOWLEDGE/SKILLS</p>	<p>Possession of the skills and ability to manage and develop the Division's IT operations and functions.</p> <p>A good standard of written and oral communication skills.</p> <p>Good organisational skills</p> <p>Attention to detail and accuracy</p> <p>Able to manage workload appropriately over competing priorities.</p>	<p>Knowledge of Prosperity's operational and technological information systems, policies and procedures.</p> <p>Ability to think innovatively and successfully supply solutions to a range of issues and problems</p> <p>Ability to read and interpret technical drawings</p> <p>Ability to undertake site surveys</p> <p>Ability to collate information from surveys in tables / spreadsheets and present results in graphic form</p> <p>Knowledge of CAPS or an equivalent package and/or AutoCAD (or equivalent) or a graphics software package</p>	<p>Application form Interview</p>
<p>PERSONAL QUALITIES</p>	<p>Good interpersonal skills</p> <p>Flexible, professional approach to the duties of the post.</p> <p>Ability to work on own initiative and as a part of a team.</p>		<p>Application form Interview</p>

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
INTEREST AND MOTIVATION RELEVANT TO THE JOB	Flexible approach.	<p>Development of existing and acquisition of new skills.</p> <p>The desire to ensure good service delivery by undertaking a broad range of duties in a multi-disciplinary environment</p> <p>Interest in the built environment and/or the historic environment</p>	Application form Interview
COMMITMENT	Evidence of enthusiasm for the work of the post and division. Support the Council's corporate commitments including equalities, crime reduction, community safety and customer care.	Commitment to improve standards of environmental and consumer protection within the City and the e-Government agenda	Interview

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

<u>Post Designation:</u>	TRAINEE PLANNING OFFICER
<u>Directorate:</u>	Education and Enterprise
<u>Service Group</u>	Regeneration
<u>Division:</u>	Planning
<u>Responsible to:</u>	Section Leader/Head of Planning
<u>Salary Grade:</u>	Scale 5

Job Purpose and Role

1. To develop the skills and ability to become a Planning Officer undertaking planning duties and associated activities for which Planning is responsible.
2. To undertake a course in town and country planning relevant to the service's activities as a progression towards membership of the Royal Town Planning Institute.
3. To participate in such functions as are necessary in the delivery of services by the Planning division.
4. To deal with development proposals and planning applications, and to assist with the development of planning policies and plans, and the delivery of planning enforcement services.
5. To learn and develop the skills of a Planning Officer.
6. To contribute to the Council's corporate objectives and priorities.

Principal Duties and Responsibilities

1. To attend and proactively pursue a course in town and country planning necessary to become a Planning Officer.
2. To deal with queries and enquiries from customers of the service, courteously, promptly and efficiently.
3. To contribute to the work of the service in dealing with a range of planning activities.
4. To assist in the activities of the service when required.
5. To establish and maintain good, internal and external relationships and care with customers, Members and colleagues.

6. The post-holder will be required to undertake duties based on the needs of the service outside normal office hours as directed by the Assistant Director, Regeneration, and in accordance with the agreed working pattern for the post and the Council's Conditions of Service.
7. To prepare correspondence, reports, notices, letters and legal evidence to effectively execute the functions of the Service and where necessary representation on behalf of the Council in respect of subsequent legal proceedings or other actions.
8. To act in accordance with the Council's Constitution and other Codes of Conduct.
9. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
10. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
11. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
12. To participate in the wider development of the service and contribute to service improvement as required.

WOLVERHAMPTON CITY COUNCIL

PERSONNEL SPECIFICATION

Post Designation: **TRAINEE PLANNING OFFICER**

<u>Job Purpose And Role:</u> To undertake the training and qualifications to become a Planning Officer			
FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none">• Possession of, or the ability to attain, the level of qualification required in order to enable the post holder to discharge the range of duties assigned to the post.• Commitment to undertake a relevant town and country planning course	<ul style="list-style-type: none">• 2 'A' Levels.• Full Driving Licence.• GCSE's in 3 subjects grades A-C in 3 subjects or equivalent.	<ul style="list-style-type: none">• Application Form• Interview
TRAINING	<ul style="list-style-type: none">• Willingness to undertake further appropriate training as necessary.	<ul style="list-style-type: none">• Attendance at courses relevant to the duties of the post.	<ul style="list-style-type: none">• Application Form• Interview
EXPERIENCE	<ul style="list-style-type: none">• Extensive experience of the technical duties associated with supporting the planning application process OR a degree or equivalent in a related subject (or well advanced on a town and country planning degree course).		<ul style="list-style-type: none">• Application Form• Interview
SPECIAL KNOWLEDGE/ SKILLS	<ul style="list-style-type: none">• Good written and oral communications skills.• Ability to meet the mobility requirements of the post.• Working in a team effectively		<ul style="list-style-type: none">• Interview

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Good inter-personal skills. • Flexible approach to the duties of the post. 		<ul style="list-style-type: none"> • Interview
INTERESTS AND MOTIVATION RELEVANT TO THE JOB	<ul style="list-style-type: none"> • Interest in the regeneration of the City and customer service. • Desire to undertake the opportunities provided by the post. 		<ul style="list-style-type: none"> • Interview
COMMITMENT	<ul style="list-style-type: none"> • An enthusiastic approach to completing the training. 		<ul style="list-style-type: none"> • Interview • References

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

<u>Post Designation:</u>	TREE OFFICER
<u>Directorate:</u>	Education and Environment
<u>Service Group:</u>	Regeneration
<u>Division:</u>	Planning
<u>Responsible to:</u>	Section Leader
<u>Salary Grade:</u>	Grade 6

Job Purpose and Role

1. Under the general direction of the Section Leader to efficiently and effectively discharge the tasks assigned to the section.
2. To advise, recommend and instruct, as appropriate, action to preserve and enhance trees and woodland on land other than that held by the Authority or over which it may have jurisdiction.
3. To contribute towards the achievement of the Council's corporate objectives and strategic priorities.

Principal Duties and Responsibilities

1. To act as the Council's lead Officer on advising on the delivery of the tree related matters applicable to this post
2. To apply new and revise existing Tree Preservation Orders, including the surveying and plotting of trees, drafting schedules and reporting to Committee as necessary.
3. To respond to enquiries about Tree Preservation Orders and Trees in Conservation Areas.
4. To deal with applications to lop, top and fell trees under Tree Preservation Orders and in Conservation Areas through delegated powers.
5. To assess trees considered to be dangerous in order to provide advice and act as appropriate under the Local Government (Miscellaneous Provisions) Act 1976.
6. To provide general advice to the public within such parameters as may be defined by others.

7. To enforce and assist in the enforcement of legislation in relation to trees under Tree Preservation Orders, trees in Conservation Areas and conditions in relation to trees and landscaping to development, including preparing and presenting statements for planning inquiries and appeals and attendance as required.
8. To assist in the assessment and negotiation as appropriate for conditions in relation to planning applications particularly concerning the preservation and enhancement of the tree population of the City.
9. The post-holder will be required to undertake duties based on the needs of the service outside normal office hours as directed by the Assistant Director, Regeneration, and in accordance with the agreed working pattern for the post and the Council's Conditions of Service.
10. To prepare correspondence, reports, notices, letters and legal evidence to effectively execute the functions of the Service and where necessary representation on behalf of the Council in respect of subsequent legal proceedings or other actions.
11. To act in accordance with the Council's Constitution and other Codes of Conduct.
12. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
13. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
14. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
15. To participate in the wider development of the service and contribute to service improvement as required.

WOLVERHAMPTON CITY COUNCIL

PERSONNEL SPECIFICATION

Post Designation: **TREE OFFICER**

<u>Job Purpose and Role:</u> Under the general direction of the Section Leader to effectively discharge the tasks assigned to the section.			
FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none">• 5 GCSE's, including Maths, English and Science or equivalent.	<ul style="list-style-type: none">• Qualifications in arboriculture and landscape architecture.	Application form
TRAINING	<ul style="list-style-type: none">• Willingness to undertake further training as necessary.	<ul style="list-style-type: none">• Evidence of attendance at courses relevant to the duties and responsibilities of the post.	Application form
EXPERIENCE	<ul style="list-style-type: none">• Previous experience in arboricultural matters		Application Form Interview
SPECIAL KNOWLEDGE/ SKILLS	<ul style="list-style-type: none">• Good written and oral communication skills.• Ability to meet the mobility requirements of the post.		Interview

Post Designation: **TREE OFFICER** continued...

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Flexible, professional approach. • Ability to work as part of a team. 	<ul style="list-style-type: none"> • Self-motivated. 	Interview
INTERESTS AND MOTIVATION RELEVANT TO THE JOB	<ul style="list-style-type: none"> • Have an interest in arboriculture. • Desire to utilise the opportunities provided by the post. 	<ul style="list-style-type: none"> • Desire to develop existing and acquire new knowledge and skills. 	Application Form Interview
COMMITMENT	<ul style="list-style-type: none"> • Enthusiasm for the duties of the post. 		Interview References