

JOB DESCRIPTION

GRADUATE PLANNER / PLANNER / SENIOR PLANNER

The Role

- To provide town planning consultancy services to clients, in conjunction with other members of the professional team.

Overall Responsibilities

- Report to Directors (or Principal Planners as appropriate) as agreed on a project-by-project basis.
- Sustain a working relationship with all members of the office.

Principal Accountabilities

- Responsible for planning-related project administration, including attending meetings and taking notes for colleagues.
- Responsible for a wide range of research on planning-related projects.
- Work closely with senior staff as relevant to provide planning consultancy services as part of a team including appraisals, statements, applications, written representations and projects as required.
- Responsible for working with Directors to set individual objectives, to work towards their achievement and to keep them under regular review.
- Senior Planners will be required to deliver projects on time and to budget.

Job Challenges

- Deliver work on time, to budget and to the required professional standards.
- Understanding and articulating complex planning matters.
- Understanding and articulating development management procedures, planning policy and legal precedents.
- Achieving individual objectives.

Additional Information

Qualifications:

For Graduate Planner, a relevant degree or equivalent and working towards APC for membership of the Royal Town Planning Institute. Planner / Senior Planners will be required to possess membership of the Royal Town Planning Institute.

Experience, knowledge and skills:

- Knowledge of the planning system and planning legislation.
- Understanding of planning policy in Wales and England.
- Understanding of the commercial issues affecting development.
- Ability to communicate clearly and concisely, and present arguments both orally and in writing.
- Ability to input to and develop solutions through discussion with senior staff.
- Produce personal objectives which are deliverable, achievable and challenging.

Personal Qualities

- Energy, organised, enthusiastic and a willingness to demonstrate commitment to the business.
- Excellent interpersonal skills and capable of working within a team.
- A commitment to excellence in all that you do.
- A 'can do' attitude, using initiative and innovation.