



JOB DESCRIPTION: CONSULTANT/ SENIOR CONSULTANT (SOCIO-ECONOMICS)

1. SECTION 1: ROLE PROFILING

Job title: Consultant/ Senior Consultant (Socio-Economics)

Department: Strategic Planning

Job purpose: to support Planning Directors in delivering successful and profitable projects

Contract duration: Permanent

Reports to: Director and Associate Planner Level

Salary/Grade: TBC dependent on experience

Current Base (location): London office, currently home-based in line with Covid-19 Government Guidance

2. SECTION 2: ACCOUNTABILITIES (and RESPONSIBILITIES)

Iceni's Impact Management Team has a market leading role in supporting the development industry to assess the economic, social and environmental impacts of their developments.

The role will be integral to the continued growth of the team and on a day-to-day basis, key activities will include:

- Undertaking research and analysis as and when directed on a range of topics including:
 - Reviewing and monitoring local planning policy and strategy
 - Emerging public policy
 - Industry best practice
- Undertaking Health Impact Assessments
- Carrying out Socio-economic Assessments in line with the EIA Regulations
- Drafting of documents for large and sometimes complex projects including report writing, interpreting data and making clear and relevant recommendations
- Engaging with a range of stakeholders including local authority officers, community groups, statutory consultees and other service providers and bodies
- Provide wider support to the Impact Management Team on Environmental Impact Assessments when required
- Help manage larger projects including taking responsibility for discrete elements from the earliest stages through to completion
- Project management of small-scale projects

- Prepare for, and present at meetings
- Represent Icenl and their clients at project team meetings and public consultation events
- Assist with business planning and marketing including identifying opportunities and gaps in the market and assist in writing high quality and competitive proposals
- Liaise with and maintain good relationships with colleagues, clients and fellow professionals
- Keep informed about relevant planning and environmental policy and best practice approaches to undertaking impact assessments. This may involve attending external events for training and marketing
- Work independently by establishing project brief from project manager, using your time effectively to ensure profitable delivery
- Take responsibility for quality of own work, and consider ways of improving your output
- Proactively manage the flow of information, correspondence, concerns and queries and take appropriate actions / decisions

3. **SECTION 3: GENERAL RESPONSIBILITIES**

Health and Safety

Equal Opportunities

Quality Assurance

Commitment to continuous development (CPD, training, etc)

Compliance (Professional Compliance and Company)



CONSULTANT/ SENIOR CONSULTANT (SOCIO-ECONOMINCS) PERSON SPECIFICATION

1. SECTION 1

Job title: Consultant/ Senior Consultant (Socio-Economics)

Department: Strategic Planning/Impact Management

2. SECTION 2: SELECITON CRITERIA

Relevant Experience:

A minimum of 1 year post qualification experience in a consultancy or public sector environment or closely related professional field (Real Estate, Housing Market, Planning, Environment and Economics)

Preferred Education and Training/Qualification/Background:

We would expect candidates to have a first degree or master's degree in one of the following subject areas, accredited to the relevant professional body:

- Planning
- Environment and Development
- Public Health
- Social Policy
- Social Impact
- Mathematics
- Economics

Personal skills, abilities and competencies

- Good knowledge of Town Planning legislation and current professional good practice (*Essential*)
- Demonstrate an understanding of the current and emerging planning legislation and policy (*Essential*).
- Ability to conduct independent research on socio-economic topics, determine suitability, validity and accuracy of data provided by different sources (*Essential*)

- Good knowledge of Microsoft Office Package, in particular Excel to analyse statistical data and graphs (*Essential*)
- Methodical, accurate and have excellent attention to detail including accurate reporting skills (*Essential*)
- Critical thinker, able to utilise various types of data and work outside templates (*Essential*)
- Excellent written and verbal communication skills including being able to draft documents with grammatical accuracy and ability to communicate well across all levels of the organisation, building rapport with various stakeholders (*Essential*)
- Time management: able to adhere to strict deadlines whilst working on multiple projects (*Essential*)
- Aspiration to work toward professional accreditation in a relevant field (*Essential*)
- Ability to learn/understanding other software such as GIS Mapping/ InDesign to produce supporting maps and graphics (*Desirable*).
- Public speaking and presentation skills (*Desirable*)

Work related circumstances or other special requirements (*e.g., work permits, visas, ability to travel, flexible working, etc.*).

- Right to work in UK for at least 2 continuous years;
- Occasional work and attendance at Committee and other meetings outside normal working hours;
- A full driving licence or other means of visiting sites in a timely and responsive manner.

3. SOURCES OF EVIDENCE

References, tests, certificates, etc.