



JOB DESCRIPTION: PLANNER (ICENI PLANNING)

1. SECTION 1: ROLE PROFILING

Job title: Planner

Department: Icen Planning

Job purpose: to contribute to planning projects by assisting with the production of documents and briefings, and act as day to day manager of smaller projects under supervision.

Contract duration: Permanent

Reports to: Directors

Grade: Planner level

Current Base (location): London office (Farringdon). Flexible working arrangements available

2. ACCOUNTABILITIES

Business Development

- Develop client relationships and assist in generating new work
- Deliver profitable project work.

Project Deliverable and Compliance

- Assist in the execution of projects as required by the department
- Ensure all work undertaken is compliant to industry standards and regulations
- Ensure work is undertaken in accordance with client requirements, company processes and procedures

- Organise own time within parameters set by Project Leader
- Liaise with clients, Local Authorities, and other consultants as necessary
- Have day-to-day involvement in projects, and keep Project Leaders updated on progress through regular project reporting.

Finance

- Efficiently undertake work in accordance with agreed timescales and budget
- Complete timesheets and monthly personal expenses in accordance with company timescales and Key Performance Indicators.

Developing Self and Others

- Keep industry knowledge and skills up to date.
- Maintain a strong focus on continuous learning for oneself, others and the organisation in line with the business objectives and values.
- Liaise with peers to share information and expertise, both formally and informally

Working Together

- Promote the company and look for cross selling opportunities.
- Work cooperatively with others.

3. SECTION 3: GENERAL RESPONSIBILITIES

Health and Safety

Equal Opportunities

Quality Assurance

Commitment to continuous development (CPD, training, etc)

Compliance (Professional Compliance and Company)