



JOB DESCRIPTION: SENIOR PLANNER (ICENI PLANNING)

1. ROLE PROFILING

Job title: Senior Planner

Department: Icen Planning

Job purpose: To successfully execute profitable planning projects in line with the business plan.

Contract duration: Permanent

Reports to: Directors

Grade: Senior Level

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

2. ACCOUNTABILITIES

Business Development

- Create, develop and maintain professional contacts.
- Develop and manage new and existing client relationships.
- Deliver and generate profitable project work.

Project Deliverable and Compliance

- To execute projects in accordance with client requirements, agreed budget and timescales.
- Ensure all projects are compliant to industry standards and regulations;
- Ensure work is undertaken in accordance to company processes and procedures;

Finance

- Cooperate with accounts department to ensure efficient and timely cash collection.
- Ensure timesheet completion in line with the company procedures, timelines 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.

Managing and leading

- Recruitment, Selection and onboarding of new members of staff (team) in accordance with the company's policies and procedures.
- Assisting in professional development of others.
- Manage team members performance and behaviour.

Working Together

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

3. GENERAL RESPONSIBILITIES

Commitment to Health and Safety

Commitment to Equal Opportunities

Commitment to Quality Assurance

Commitment to continuous development (CPD, training, etc)

Compliance (Professional Compliance and Company)