



## **JOB DESCRIPTION: PLANNER (STRATEGIC PLANNING)**

### **1. SECTION 1: ROLE PROFILING**

**Job title:** Planner

**Department:** Strategic 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:** Director

**Grade:** Planner level

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

### **2. SECTION 2: ACCOUNTABILITIES and RESPONSIBILITIES**

- Organise own time within parameters set by Director
- Establish project brief from project manager
- Promoting large scale residential and mixed use developments through the Local Development Framework
- Developing client relationships and assisting in generating new work
- Co-ordination of project teams and project management
- Conducting research and site appraisals
- Preparation, submission and negotiation of planning applications
- Preparation of planning statements
- Policy representations
- Planning appeal assistance
- Appraisal of sites
- Undertaking site visits, planning histories, policy and guidance reviews

- Maintaining planning programmes, stakeholder engagement strategies, planning condition monitoring schedules, project directories and orderly online files.
- Support Directors/Associate Directors/Associates/Senior Planners on projects by carrying out research, drafting reports, preparing project plans, monitoring case law and policy, drafting tender documents
- Liaise with clients, Local Authorities, and other consultants (obtain information; update team on emerging policy; manage information and information libraries)
- Have day-to-day involvement in projects, and keep Directors/Associates/Senior Planners updated on progress through regular project and team meetings
- Report to Directors/Associates/Senior Planners
- Support Directors/Associates/Senior Planners as member of different client project teams
- Refer to designated Director/Associate/Senior Planner for coaching, mentoring and/or Personal Development Review
- Liaise with peers to share information and expertise, both formally and informally
- Keep knowledge and skills up to date and satisfy RTPI requirements

### **3. SECTION 3: GENERAL RESPONSIBILITIES**

Health and Safety

Equal Opportunities

Quality Assurance

Commitment to continuous development (CPD, training, etc)

Compliance (Professional Compliance and Company)