



SENIOR PLANNER (STRATEGIC PLANNING) PERSON SPECIFICATION

1. SECTION 1

Job title: Senior Planner

Department: Strategic Planning

2. SECTION 2: SELECTION CRITERIA

Relevant Experience:

A minimum of 5 years post qualification relevant experience in strategic planning consultancy or public sector environment or closely related professional field.

Personal skills, abilities and competencies

- Good knowledge of current professional best practice (*Essential*)
- Working knowledge of current and emerging Planning legislation and policy (*Essential*)
- Ability to work as a team on large-scale projects and autonomously manage smaller projects (*Essential*)
- Good knowledge of Microsoft Package (*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*)
- Ability to contribute pro-actively to the operational management of a team including people and workload management and implementation of financial procedures (*Essential*)
- Willingness to participate in business development activities (*Essential*)
- 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 the UK for at least 2 continuous years;
- Occasional work and attendance at meetings outside normal working hours;
- A full driving license or other means of visiting sites in a timely and responsive manner.

3. SOURCES OF EVIDENCE

References, tests, certificates, etc.



JOB DESCRIPTION: SENIOR PLANNER (STRATEGIC PLANNING)

1. SECTION 1: ROLE PROFILING

Job title: Senior Planner

Department: Strategic Planning

Job purpose: to contribute and help run a range of small, medium and strategic-scale planning projects by: providing high quality, commercially valuable verbal and written planning advice; producing reports, representations and high quality submissions; and acting day to day in a leading consultant role of both development management and development plan projects, with supervision.

Contract duration: Permanent

Reports to: Director

Grade: Senior Level

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

2. SECTION 2: ACCOUNTABILITIES and RESPONSIBILITIES

- Promoting large scale residential and mixed-use developments (both Brownfield and Greenfield) through Local Plan Reviews and Growth Competitions:
 - Represent clients through appeals, inquiries, public meetings, planning committees and the Development Plan review process
 - Policy representations
 - Draft documents and briefings for large projects
 - Co-ordinating consultant teams and workstreams
- Preparation, submission and negotiation of planning applications:
 - Coordinating professional teams to submit applications
 - Undertaking day to day project management of small to medium projects
 - Leading the production of documents for small, medium and large-scale applications
 - Preparation of planning statements
 - Notes and advice to Members, officers and public messaging
 - Proactively managing the flow of information, correspondence, problems and queries

- Co-ordination of project teams, instructing consultants and project management
- Conducting research and site appraisals on projects for clients
- Understanding (and where relevant, selling) linked non-planning services
- Organising own time with general guidance from Director
- Take responsibility for quality of own work, and consider ways of improving work processes
- Proactively interpret and take appropriate actions / decisions
- Supervise the day to day activities of assistant planners
- Keep knowledge and skills up to date and satisfy RTPI requirements
- Developing client relationships and generating work

3. SECTION 3: GENERAL RESPONSIBILITIES

Health and Safety

Equal Opportunities

Quality Assurance

Commitment to continuous development (CPD, training, etc)

Compliance (Professional Compliance and Company)