



GRADUATE PLANNER JOB DESCRIPTION

Job Title: Graduate Planner	Reporting to: Head of Planning (HoP)
Location: Norwich	Start Date: ASAP
Hours: 40	Salary: £20k+ Discretionary Bonus

Job Overview

One Planning Consultants is a growing, dynamic planning practice providing comprehensive town planning services to a range of public and private sector clients. We provide core skills to developers and landowners in planning and development appraisals, planning applications, planning appeals and land promotion within the residential, commercial, retail and rural sectors.

Job Description

The job involves providing professional advice and acting in the best interests of clients regarding all town planning matters. The post carries a low to medium level of responsibility, involving being part of a team on a variety of projects as well as leading on small scale projects. Support will be provided but it is expected that the post holder will undertake tasks using initiative and seek the guidance of senior colleagues, in appropriate circumstances. The role involves a degree of autonomous working and offers the opportunity for future progression.

Key Duties and Responsibilities

Key Responsibility	Duties Involved
Town Planning and practice management	<p>With guidance/support from the HoP:</p> <ul style="list-style-type: none"> • Answer phone calls and liaise with clients as appropriate. • Undertake site assessments to establish development potential to include site inspections, detailed examination of planning histories, policy analysis and interpretation and consideration of material considerations. • Prepare and progress applications through the planning system. • Liaise with officers at Local Planning Authorities pre, during and post application. Liaise with other stakeholders. • Prepare detailed Planning Statements and Design and Access Statements and a range of other planning documents required to support applications including sequential assessments. • Undertake tasks required to implement agreed stakeholder / public consultation strategies. • Assess the planning merits of a site, formulating planning strategies to promote medium and long-term development sites through the plan-making process. • Prepare and submit client approved representations to development plan documents within agreed timescales. • Prepare/co-ordinate evidence to support the allocation of sites/areas for development/growth at examination. • Keep abreast of legislation, regulations and government guidance in respect of development plan documents and associated information. • Proactively monitor timeframes for publication of all development plan documents and associated documents such as supplementary planning documents within an agreed area.

	<ul style="list-style-type: none"> • Communicate opportunities to colleagues and clients in accordance with internal procedures • Attend site visits and client meetings (although the work is largely office based). • Assist with the preparation of planning appeals via written representations and assist in informal hearings and public inquiries, in accordance with agreed client instructions and guidance from the HoP or other consultants as appropriate • Undertake any other duties of a town planning or administrative nature, as instructed.
Business Planning and Development	<ul style="list-style-type: none"> • Understand the company business plan and goals and understand own contribution to the successful achievement of those plans.
Client Relationship Management	<p>With guidance/support from the HoP:</p> <ul style="list-style-type: none"> • Manage and anticipate clients' needs, ensuring targets, deadlines and service levels are achieved. • Make regular contact with clients throughout a project. • Identify opportunities to build relationships with clients (professional approach). • Seek feedback from clients throughout a project to ensure client satisfaction. • Promote the services of One Planning to new and existing clients, where possible
Internal Relationship Management	<ul style="list-style-type: none"> • Build and maintain positive relationships with colleagues. • Participate in networking events with colleagues.
Financial Management	<ul style="list-style-type: none"> • Adhere to the financial systems and processes including the creation of jobs, recording of time and expenses, and proactively ensure processes are followed accurately, regularly and on time. • Deliver projects and client work within parameters of agreed fee proposals and ensure that time written off is kept to a minimum and profitability is maximised. • Seek approval for all external spend and adhere to policies and procedures regarding expenses etc.
Quality Management	<ul style="list-style-type: none"> • Keep paper and electronic filing systems up-to-date. • Record all contacts in contacts database and capture up to date marketing information, where appropriate. • Read and understand procedures and implement them.
Personal Development	<ul style="list-style-type: none"> • Seek professional development opportunities to develop specialist knowledge and expertise. • Maintain own CPD learning log, in line with the requirements of RTPI • Seek opportunities to develop specialist knowledge and expertise and share with the team. • Work towards full RTPI professional membership with mentorship from HoP.
Technical Excellence	<ul style="list-style-type: none"> • Seek input from those more experienced when making decisions and ensure that all relevant information is taken into account.

	<ul style="list-style-type: none"> Maintain an up to date knowledge of Planning Policy Guidance such as the National Planning Policy Framework through the Ministry of Housing, Communities and Local Government website, articles in Planning Magazine and property journals/websites and other sources which will assist in providing professional advice.
--	---

Knowledge, Skills and Experience Required

Communication & Team Working	<ul style="list-style-type: none"> Seeks to listen and understand others - appreciating different points of view to build good/strong relationships. Report writing skills and excellent business English with good attention to detail. IT proficiency, particularly conversant with MS Office package.
People Management & Development	<ul style="list-style-type: none"> Manages own time effectively and takes ownership for own performance and development. Looks for learning opportunities to expand professional knowledge and capability. Maintains own CPD record, where applicable. Business and financial discipline – recording of time, expenses etc
Creativity & Innovation	<ul style="list-style-type: none"> Thinks ahead, anticipates issues and looks for opportunities to do things better.
Commitment & Drive	<ul style="list-style-type: none"> Is passionate about maximising potential to deliver for the business. Is resourceful, flexible and optimistic when tackling challenging obstacles.
Qualifications	<ul style="list-style-type: none"> Relevant undergraduate and postgraduate qualifications recognised by the RTPI. Student/Licentiate member of the Royal Town Planning Institute Full driving license or working towards achieving this.

Personal Competencies

Essential	<ul style="list-style-type: none"> Committed to providing professional, proactive and innovative solutions. Dedicated to adding value at all opportunities. Client focused and resolved to exceed client expectations. Commercially focused. Passionate about Planning and One Planning as a whole. Management skills and ambition to be promoted as part of the future of the business to ensure continued growth and success.
-----------	---