

## **Dobson-Grey Job Description: Assistant Town Planning Consultant**

**Associate Director:** Part time/home based flexibility available  
**Office location:** Stratford upon Avon, Warwickshire  
**Salary:** Commensurate with experience/hours worked - upon application

You will join the Land & Development Consultancy team supporting the Managing Director providing Planning Advice on behalf of a range of landowner clients. Your caseload will be a mixture of immediate and strategic planning consultancy work and development instructions. We are a multi disciplinary firm with varied demands upon our Consultants. You may also be required to provide lobbying and public consultation attendance.

### **Responsibilities will include but are not limited to**

- Your key agenda will be to aid delivery of fees from the processing of planning applications and planning related work for immediate and strategic land on behalf of Dobson-Grey and their clients.
- Your particular focus will be on increasing the supply and delivery of planning instructions across sectors but principally Residential and Healthcare Land, providing strategic and immediate planning advice, support to developers and investors.
- Compiling and delivering planning strategies to clients.
- Negotiations and working closely with Local Authorities and key stakeholders.
- Provide Planning update reports highlighting latest planning legislation and statutory change information for development team and clients.
- Experience in preparing/support in development viability assessments.
- In depth planning knowledge for promotion of strategic land opportunities.
- Active diary management system for key deadlines for Local Government consultations to ensure clients are actively promoting land and made aware.
- Providing advice and submitting pre application forms to Local Government UK wide.
- Experience in Permitted Development Rights application and Agricultural Tie Removal.
- Preparation of planning applications and supporting documents for development and infrastructure schemes.
- Input into the preparation of Development Consent Orders and associated documentation.
- Coordination of Planning Statements, Design and Access Statements and/or input into Environmental Impact Assessments (EIAs).
- Experience of handling and negotiating Section 106 and CIL and good demonstrable planning law experience.
- Undertaking evidence based studies (such as residential and care need employment land reviews, green belt studies, infrastructure assessments).
- Preparation of strategy and policy documents and preparation of area based plans (such as master plans, supplementary planning documents)
- Support development management team with such other development management and research tasks which ensure the effective delivery of projects.

## Key Skills and Experience

- 1-2 years + qualified **MRICS /RTPI** - Essential that you have degree level 2:1 minimum
- Be able to work collaboratively and effectively with a wide variety of consultants and service providers
- Have good land planning law and policy understanding
- Grow and support the recruitment of planning team under your supervision
- Actively engaged in the town planning sector forums
- Experience in residential, healthcare and/or education sectors
- Good negotiations skills with demonstrable experience in delivery
- Good contact database with complimentary skill consultants e.g architects, engineers, ecologists, local authority or local government stakeholders
- Ability to self manage and progress workload without constant supervision. Ability to hit deadlines conscientiously and proactively.
- Proven fee track record
- Good IT knowledge and experience - google docs ideally but training will be provided. Promap and use of Glenigans. Ability to make online submissions and work with administrators to support online submissions.
- **Initiative** You will support/coordinate and be responsible for applying for and winning tenders for new opportunities for the Health & Safety and Property Team.
- **Programme Experience** Ensure the efficient and timely flow of information from consultants through to clients and ensure clear direction for teams.
- **Can do!** You will be able to work collaboratively and efficiently with colleagues within your team. Demonstrate a “can do” attitude and flexible approach to work.
- **Want to learn** - Engage in opportunities presented to improve personal professional development and highlight where gaps in knowledge need to be filled. Actively maintain a CPD diary.
- **Want to make a difference** - Suggest and contribute to improved work practices and make a difference to our aspiration to grow the firm from strength to strength.