

## **Dobson-Grey Job Description: Associate/Senior Town Planning Consultant**

**Hours of work:** Part time/home based flexibility available  
**Office location:** Stratford upon Avon, Warwickshire  
**Salary:** Commensurate with experience/hours worked - upon application  
**Bonus package:** Individual, Team and Group bonuses linked to performance  
**Clean Driving licence:** Some national travel required but not essential

Dobson-Grey are a family owned ambitious company working with national clients from our rural base in Stratford upon Avon. We are a small and friendly team working closely on a range of exciting national projects. This role will provide you with autonomy as well as support from a great team who will work and support you.

The role provides the opportunity to get involved with the organisation as a key team member working closely with the Managing Director and other senior members of the Planning Team.

You will be a fee earner for the Town Planning Consultancy team providing planning advice as part of the Department for Education's National Schools Rebuilding programme working with national contractors and the Department for Education. Your caseload will also include a mixture of immediate and strategic planning consultancy work and development instructions for residential and healthcare opportunities particularly the retirement living and extra care sectors. We are a multi disciplinary firm with varied demands upon our Consultants. You may also be required to provide lobbying and public consultation attendance supported by our Marketing Department.

Our key sectors are education, healthcare and residential. You will be allocated work within your particular area of specialisation. You will be an ambitious person who wants to be part of a growing team and have aspirations to lead a team within your particular sector.

You will have current experience in submitting, managing and successfully achieving planning permission. You will be able to discuss your experience in fee delivery.

### **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.
- You will be comfortable with supporting the supply and delivery and retention of planning instructions to Dobson-Grey.
- Compiling and delivering planning strategies to clients.
- Experience with working within larger consultant teams on nationally significant projects.
- 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/supporting development viability assessments.
- In depth planning knowledge/experience for short term and/or 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.

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- Experience in Permitted Development Rights applications.
- 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 needs 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

- 5 years + qualified MRICS and/or RTPI.
- Be able to work collaboratively and effectively with a wide variety of consultants and service providers.
- Have good land planning law and policy understanding.
- Awareness of wider political environment and impact upon planning policy at national and local level.
- Grow and support the recruitment of the planning team under your supervision.
- Actively engage in the town planning sector forums
- Experience in residential, healthcare and/or education sectors.
- Good negotiation 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 be able to work independently using initiative to ensure best outcomes for the client and the business.
- **Programme Experience** Ensure the efficient and timely flow of information to other members in the team and to the client.
- **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 and to make a wider positive impact to the built environment on behalf of our clients.

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