

## Dobson-Grey Job Description

### Head of Town Planning

**Full time: flexible hours available**

**Location: Stratford-upon Avon**

**Salary: Commensurate with experience**

**Qualifications: MRTPI**

Dobson Grey is an ISO 9001 certified multi disciplinary firm of RICS regulated chartered surveyors, town planners, health and safety and fire consultants based in the Midlands, working UK wide.

Our Mission Statement is to provide our clients with Care, Commitment and Consistency of Exceptional Service.

Our focus is to build a team of outstanding and driven people who work closely as a team, to provide the best consultancy services in the Midlands and the UK. We strive to provide dedicated and exemplary professional advice.

Our team is professional, honest, helpful and reliable. We are passionate about our work and our proactive approach to consultancy services to our clients. We are a multi disciplinary firm to support our Planning Team including Fire Safety, Valuation, Building Safety Act and Public Consultation and Agency. We work across many sectors but principally residential, healthcare and education.

An exciting opportunity has arisen for an accomplished planning professional to lead and shape a dedicated team as Head of Planning at Dobson Grey. This role is ideal for someone ready to take on a strategic leadership position within a supportive, growth-oriented environment.

Training and personal development is central to ensuring that our consultants feel they are invested in and are able to provide the best multi disciplinary advice for planning, land and development. The "golden thread" running through our business is that you are a valued member of the team and as a team we are here to support you.

You will be a **fee earner** with the duty to generate income and to also support business development with and for other members of the team.

### About the Role:

As the Head of Planning, you'll oversee the planning team, steering them on a diverse range of projects while ensuring the highest standards of delivery. In addition to managing day-to-day operations, you'll play a key role in business planning and strategic decision making, directly contributing to the direction and success of the department and the wider organisation.

The successful candidate must be a high profile, confident and positive individual who leads by example, strives for continuous professional and personal development, supports others to be the best they can and has a proven record of delivering outcomes that make a positive difference in order to act as the lead professional advisor on planning matters.

You will have experience working on significant infrastructure projects in the UK ideally with contractor and public sector clients. We are currently working on the national Schools Rebuilding Programme and Ministry of Justice projects nationally. You will have planning project management experience and be happy to work part of a large team and be motivated to deliver projects expeditiously and professionally.

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***"Care Commitment and Consistency of Exceptional Service"***

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

- To be the lead professional for the planning department, providing leadership, guidance, and direction to all employees within the service.
- To support the delivery of Dobson Grey's vision ensuring that the service conforms with statutory requirements.
- To lead, manage and motivate by applying behaviours consistent with the essential competencies which support Dobson Grey's culture to help employees be the best they can.
- To develop and implement strategies, business and budget plans, and effective performance and risk management that will ensure services under your leadership are high performing, deliver value for money and make a positive contribution to Dobson Grey's success.
- To take responsibility for the performance and continuous improvement of services under your leadership including reputation management, employee development and delivering the vision and ambition for your teams.
- To pro-actively engage, collaborate, and lead organisational improvement through change with senior managers, partners, and elected members shaping corporate aims, objectives, and strategic direction.
- To ensure behaviours are consistent with corporate policies, procedures, and standards, taking necessary measures to address poor performance through formal sanctions or employee development as appropriate.
- To provide advice and guidance to stakeholders including elected members on policy, regulation and strategy including formal reporting at committee, public speaking, and presentation to varied audiences.
- To take personal responsibility for your professional and personal development and attitude, always leading by example.
- To have a flexible approach to work which will require 'out of hours' engagement in initiatives at times, for example civic events, and contribute to emergency planning response as required.

### **Professional Experience will include:**

- 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/supporting development viability assessments.
- 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 coordinating the team to provide pre application forms to Local Government UK wide.
- Experience coordinating 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.
- Understanding and experience of BNG applications and advice.
- 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.
- Supporting clients with discharge of planning conditions.

## Key Skills and Experience

- You will be an ambitious individual with 5 years + qualified Chartered membership with the Royal Town Planning Institute (RTPI) and be part of a growing Team of planning professionals.
- An RTPI accredited degree.
- Extensive planning experience, either within a consultancy or local authority environment. Ideally, private sector experience being at least 2 years.
- Demonstrable experience of the planning process including the preparation and submission of applications and appeals.
- Strong report writing skills and experience of delivering recommendations on a range of major planning applications.
- Be able to work collaboratively and effectively with a wide variety of consultants and service providers.
- Have good land planning law and policy understanding.
- 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.
- You will also need a full driving licence

## Key Skills

- **Initiative** You will support/coordinate and be responsible for applying for and winning tenders for new opportunities for the Planning Team.
- **Programme Experience** Ensure the efficient and timely flow of information from consultants through to clients and ensure clear direction for Client Design teams and internal 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 and managing colleagues.
- **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.

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**Interview process:**

- Step 1:** Initial online/in person interview with Managing Director
- Step 2:** In person interview with Managing Director and Director
- Step 3:** Technical skills interview
- Step 4:** DISC assessment

**If appropriate** - Junior members of the Dobson Grey Team who may be managed by you may be involved in the interview process. This is to give you a 360 degree view of the business and who you will be working with. Not only senior leaders but also other members whom you may work with. The Team needs to be the right fit for you too!

All applications are dealt with confidentially and sensitivity. Team interviews are only through collaboration and agreement with the candidate.

Please apply in writing by sending a copy of your CV and covering letter to Justine Holt at [jholt@dobson-grey.co.uk](mailto:jholt@dobson-grey.co.uk).