

Job Description

Job Title:

Principal Planner

Job Overview:

DAC Planning is a professional planning consultancy providing strategic advice and targeted support to local authorities, local communities, and public sector bodies nationally. Combining our experience in local government with our expertise in consultancy, we understand how planning works in practice.

The Principal Planner is responsible for managing and delivering planning projects, providing expert advice, and supporting the development of team members. As a chartered Town Planner, the Principal Planner brings a comprehensive range of skills and experience to the role, enabling them to produce high-quality outputs with moderate supervision. The Principal Planner plays an important role in the everyday functioning and future development of the business, including their contribution towards securing new and retaining existing clients.

Key Responsibilities:

General Skills and Experience

- RTPI chartered status.
- Proven ability to manage and prioritise workload using own initiative with minimal supervision, and ability to work effectively as part of a team.
- High standards of written and verbal communication skills, ensuring sensitivity and diplomacy.
- High standards of analytical skills including the ability to assess and interpret complex data.
- In-depth knowledge and understanding of topical planning related matters.
- Commercial and business acumen.
- Good political acumen.
- Strong personal standards of behaviour including integrity, probity, discretion, and confidentiality.
- Reflective approach to work and the wider planning profession and engages appropriately in CPD activities.
- Foster excellent working relationships with clients and colleagues.
- High personal standards and a passion for our work.
- Work well under pressure and possess a positive and flexible approach.

Project Work

- Lead projects including client liaison and team management.
- Administer and contribute to Local Plan production, including policy drafting, evidence-based review, project programming, approach and planning, facilitation of exhibitions or workshops, analysis, and reporting.
- Contribute to Local Plan examinations, including preparing written statements and supporting lead office at hearings.
- Engage with professionals such as statutory consultees and infrastructure providers.
- Undertake neighbourhood planning projects.
- Undertake IDP production.
- Provide Duty to Cooperate support.
- Provide advice to councils on CIL and S106.

- Lead and develop projects on behalf of a client.
- Contribute to planning appeals and provide support to others acting as an expert witness including research and statement drafting.
- Contribute to client meetings and maintaining strong client relationships.
- Provide 'critical friend' advice to local authorities.
- Write reports and quality assure the work of others.
- Analyse data qualitatively to contribute to written reports.
- Contribute to delivering both online and in-person training.
- Develop and deliver presentations.

Business Management

- Tender and Proposal Management
 - Investigate tender opportunities as directed.
 - Deliver high quality fee proposals and tenders.
- HR Management
 - Assist in shortlisting and interviewing candidates as part of the recruitment process.
- Business Development
 - Contribute towards the delivery of assigned tasks and OKRs, reporting back to members of the the Business Development team as required.
 - Develop and foster new service offerings and client bases while ensuring client retention.
 - Enhance the company's national reputation through the RTPI, university collaborations, conferences, and networking.
 - Coordinate and contribute to company responses to national planning consultations.
 - Present at the CPD Seminar Programme.
- Marketing
 - Help to implement the marketing strategy.
 - Contribute to mailouts and newsletters.
 - Utilise LinkedIn for business promotion and help to build followers.
 - Write and review blog posts for publication.
 - Contribute to award entries.
 - Administer and contribute to project sheet updates.

Administration

- Ensure daily timesheet entries and effective diary management.
- Provide CV updates.

Please note that this list is not exhaustive, and additional duties may be assigned as needed to meet the goals of the planning consultancy. Flexibility and a willingness to adapt to new tasks are essential components of this role.