

Job Description

Job Title:

Associate

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 Associate project manages the delivery of planning projects and contributes to the management and strategic planning of the business. As an experienced chartered Town Planner, the Associate brings a wealth of wide-ranging skills and knowledge to the role. The Associate supports the future development of the business through the delivery of assigned tasks set out within the business plan and provides guidance and strategic direction to support the development of colleagues. The Associate plays a crucial 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.
- Good 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

- Manage projects including client liaison and team management.
- Oversee Local Plan production, including policy drafting, evidence base review, project programming, approach and planning, facilitation of exhibitions or workshops and analysis and reporting.

- Contribute to Local Plan examinations, including preparing written statements and supporting lead officers at hearings.
- Engage with professionals such as statutory consultees and infrastructure providers.
- Oversee and contribute to neighbourhood planning projects.
- Oversee and contribute to IDP production.
- Oversee and contribute to Duty to Cooperate support.
- Provide advice to councils on CIL and S106.
- Manage projects on behalf of a client.
- Serve as an expert witness for planning appeals and provide support to others acting as expert witness including research and statement drafting.
- Lead client meetings and manage 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.
- Develop and deliver both online and in-person training.
- Develop and deliver presentations.

Business Management

- Company meetings
 - Attend and contribute to business development meetings, deputising for the Managing Director, Director or Associate Director where required.
- Tender and Proposal Management
 - Successfully deliver high quality fee proposals and tenders.
- HR Management
 - Line manage more junior staff as directed, including 6 monthly reviews and 1-1 meetings.
 - Liaise with HR on employment contracts, staffing issues, pay reviews, and training requirements.
 - Assist in shortlisting and interviewing candidates as part of the recruitment process.
- Business Development
 - Deliver assigned tasks and OKRs, reporting back to business development meetings.
 - Develop and foster new service offerings and client bases while ensuring client retention.
 - Contribute to the regular review and implementation of company policies and procedures.
 - 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.
 - Oversee project sheet updates.
- Partnerships
 - Develop new partnerships for referrals and joint working opportunities.

Administration

- Issue invoices.
- Approve leave requests.
- Ensure daily timesheet entries and effective diary management.
- Issue and monitor the completion of the customer survey at the end of all projects.

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.