

Job Description

Job Title:

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 Planner supports the delivery of planning projects through research, analysis, and report writing. This role involves working closely with senior planners and project managers to ensure successful project outcomes. As a chartered Town Planner, the Planner brings skills and experience to the role which enable them to produce a range of outputs to a high standard. The Planner also supports the future development of the business.

Key Responsibilities:

General Skills and Experience

- RTPI chartered status.
- Work with regular supervision and improving ability to manage and prioritise own workload, whilst developing the ability to work effectively as part of a team.
- Good standards of written and verbal communication skills, ensuring sensitivity and diplomacy.
- Good standards of analytical skills including the ability to assess and interpret complex data.
- Good knowledge and understanding of topical planning related matters.
- Developing commercial and business acumen.
- Developing 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

- Deliver a wide range of project work and research.
- Attend client meetings and take notes where necessary.
- Contribute to Local Plan consultation, including facilitation of exhibitions or workshops and analysis and reporting.
- Contribute to Local Plan examinations, including research and supporting the preparation of written statements, and supporting lead officers at hearings.
- Contribute to neighbourhood planning projects.

- Contribute to IDP production.
- Contribute to Duty to Cooperate support.
- Provide support to the expert witness at planning appeals including research and statement drafting.
- Possess good report writing skills.
- Demonstrate a good understanding of
- Analyse data qualitatively and quantitatively to contribute to written reports.
- Prepare presentations.

Business Development

- Tender and Proposal Management
 - Investigate tender opportunities as directed.
 - Develop fee proposals as directed.
- HR Management
 - Assist in the intern recruitment process.
- Business Development
 - 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 blog posts for publication.
 - Contribute to award entries.
 - Contribute to project sheet updates.

Administration

- Ensure daily timesheet entries and effective diary management.

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.