

Join Our Team at DAC Planning

Are you passionate about shaping communities through supporting the provision of high-quality and sustainable development and infrastructure? Are you looking for an opportunity to work on exciting projects that make a real difference? If so, join our team.

DAC Planning is a planning consultancy dedicated to providing expert planning advice and support nationally to local authorities and communities. In 2023 we were awarded the RTPI Small Planning Consultancy of the Year (East of England) Award. We are a friendly and dedicated team of planners, with a blend of expertise in a wide range of planning matters.

As we continue to expand, we're seeking a talented **Planner** or **Senior Planner** to join us in driving the growth and success of our company. In this role, you'll have the chance to work on a diverse range of projects. We work for clients nationally and so your location is flexible; most of our team work remotely with regular attendance at monthly team meetings.

Examples of our recent projects include:

- The development of Local Plans. We provide advice and support for the production and examination of Local Plans and contribute to the development of best practice nationally.
- Provision of support to local authorities in their infrastructure planning, including the production of Infrastructure Delivery Plans and introduction of CIL.
- Representation of local authorities at planning appeals including complex planning inquiries.
- Development and delivery of training courses and workshops, including the learning and development programme for the Local Government Association's 'Pathways to Planning' graduate scheme.
- Supporting local communities in all stages of the production of Neighbourhood Plans.
- Research projects, most recently including the local validation requirements for planning applications on behalf of The Housing Forum.

Key responsibilities

We welcome further expertise in our existing project areas but also encourage and support you to pursue new projects aligned with your interests and strengths. Responsibilities include:

- Consistently deliver high quality and timely project work
- Seek opportunities to promote reputation as well as to grow and diversify the business
- Manage projects, including overseeing the work of junior colleagues, as required
- Strive to ensure that customer expectations are met and where possible exceeded
- Keep up to date with changes in case law, policy or regulations that impact on relevant planning matters

Qualifications and requirements

- A degree or master's degree in Town Planning or similar
- A minimum of three years post-qualification experience
- Experience in planning policy and/or development management
- Project management skills

- RTPI Licentiate or Chartered status
- Collaborative working style and approach
- Drive, initiative and a desire to make things happen

Please note that we are flexible on the level of experience we are looking for. Above all, we are looking for someone who shares our passion for the work we do and who supports the community focused ethos and culture of our company.

Benefits of the role

In addition to a competitive salary (£32k - £42k depending on experience) and pension contribution, DAC Planning offers:

- 25 days annual leave, in addition to public holidays.
- Volunteering opportunities at Jordan's Farm, a rewilding project committed to a sustainable future.
- Health and wellness benefits including life insurance, an employee assistance programme, and a virtual GP. RTPI subscription fees.
- Ongoing CPD opportunities including attendance at national conferences.
- Flexible working arrangements including flexible hours, part-time and full-time options.

We fully support and embrace home working, providing our employees with the necessary tools, resources, and flexibility to thrive in a home working environment. You will have the opportunity to contribute to the development of the business and to help shape the future of our company through our regular business development meetings and activities.

How to apply

If you would like to apply for the position, please email your CV and covering letter to david@dacplanning.com by no later than 5pm on **Friday 10th May 2024**. Your covering letter should provide an overview of your relevant skills and experience, setting out why you are a suitable candidate for the position. No agencies please.

If you would like to find out more about the vacancy, please contact David Coleman on 01206 259281 for an informal chat or you can email david@dacplanning.com.

DAC Planning is an equal opportunity employer and is committed to ensuring that all employees and job applicants receive equal treatment regardless of race, gender, age, sexual orientation, religion, disability, or any other protected characteristic. We believe that diversity contributes to a more inclusive and innovative workplace and actively encourage applications from candidates of all backgrounds.

Job Description – Senior Planner (Subject to changes based on individual’s experience and skills)

DAC Planning Vision

DAC Planning is a small and highly professional planning consultancy with experience in a wide range of projects predominantly with public sector clients and local communities. DAC Planning upholds a public service ethos and strives to create high-quality and aspirational plans which support the delivery of sustainable development, enhancing existing environments and creating safe, interesting, enjoyable, and beautiful places in which to live and work. DAC Planning understands the pressures and complexities of Local Government and can bring extensive experience and expertise to help provide tailored and cost-effective solutions to meet project requirements. The company provides services nationally.

Objectives

To deliver the vision of the company by:

- Consistently delivering high quality and timely project work;
- Working to uphold a public service ethos;
- Seeking opportunities to promote reputation;
- Seeking opportunities to grow and diversify the business;
- Striving to ensure that customer expectations are met and where possible exceeded;
- Keeping up to date with changes in case law, policy or regulations that impact on relevant planning matters;
- Striving to utilise up to date best practice.

Skills and Responsibilities

General Skills and Attributes

- To demonstrate excellent standards of both written and verbal communication skills, ensuring sensitivity and diplomacy;
- To demonstrate and possess political and commercial acumen;
- To demonstrate a professional approach at all times when dealing with external clients and to promote the company through all aspects of day-to-day work;
- To plan and organise workload and manage time effectively ensuring objectives and project deadlines are met;
- To display strong personal standards of behaviour including integrity, discretion and confidentiality;
- To maintain a professional accreditation and undertake Continuing Professional Development;
- To foster excellent working relationships with clients and colleagues;
- To possess high personal standards and a passion for work;
- To be able to work well under pressure, and to possess a positive, flexible approach.

Team Working

- To work collaboratively with other members of the team (including sub-consultants) to ensure that projects are delivered in a timely fashion;
- To complete assigned projects, reporting to the Director, Associate Director or Associate as required;
- To be a highly effective member of the team who engenders the respect and trust of others, displaying flexibility and drive.

Project Delivery

- To possess excellent project management skills;
- To be able to identify and analyse data efficiently and objectively;
- To demonstrate high levels of enthusiasm and motivation when undertaking tasks;
- To demonstrate good problem-solving capabilities and take the initiative to work through complex problems;
- To contribute to the preparation of proposals and tender submissions;

Technical Skills

- To be a competent user of computer software packages for word processing, databases, spreadsheet work, video conferencing, presentations, workflow tracking and report preparation;
- To possess detailed knowledge of town planning practices and legislation and be able to explain technical and legal issues clearly;
- To be able to provide industry specific knowledge, expertise and best practice to clients;
- To demonstrate extensive experience of public consultation and engagement exercises;
- To be capable of presenting to a range of audiences;
- To have experience in contributing to the production of Local or Neighbourhood Plans and associated tasks, including evidence base collation;
- To have strong negotiation skills;
- To ensure that all project related documentation is completed including notes on all aspects of project work, timesheets, minutes of meetings and quality control documentation.

Other Requirements

The postholder should:

- be a Member of the Royal Town Planning Institute (or equivalent organisation);
- ideally possess a full driving licence and have use of a motor vehicle (with appropriate insurance arrangements for business use) in order to be able to undertake site visits and attend meetings;
- be able to attend meetings outside of normal office hours from time to time.

Managerial and Supervisory Responsibilities

- The postholder will be responsible for providing direction and oversight to junior members of staff and other consultants as required;
- The postholder will report to the Associate Director or Associate of the company.