

## Job Description

### Job Title:

Senior 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 Senior Planner is responsible for progressing planning projects, providing expert advice, and supporting other team members. As a chartered Town Planner, the Senior Planner brings a range of skills and experience to the role enabling them to produce high quality outputs with minimal supervision. The Senior 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.
- 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.
- In-depth knowledge and understanding of topical planning related matters.
- Developing 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

- Consistently deliver a wide range of high-quality project work.
- Support client liaison and project management.
- Manage and deliver tasks on behalf of a client.
- Contribute to Local Plan production, including policy drafting.
- 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.
- Engage with professionals such as statutory consultees and infrastructure providers.
- Deliver 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 high-quality report writing skills.
- Analyse data qualitatively and quantitatively to contribute to written reports.
- Develop and deliver presentations.

### **Business Development**

- Tender and Proposal Management
  - Investigate tender opportunities as directed.
  - Develop fee proposals as directed.
- HR Management
  - Assist in shortlisting and interviewing candidates.
- Business Development
  - Enhance the company's national reputation through the RTPI, university collaborations, conferences, and networking.
  - Contribute to company responses to national planning consultations.
  - Share planning reform updates at team meetings.
  - 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.
  - Coordinate 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.*