

Job Description

Job Title:

Associate Director

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 Director is responsible for timely and high-quality project delivery and supports the Directors in the management and strategic planning of the business. The Associate Director possesses wide ranging experience and expertise as a chartered Town Planner and brings a wealth of wide-ranging skills and knowledge to the role. The Associate Director supports Directors with the future development of the business through the delivery of assigned aspects of the business plan and provides guidance and strategic direction to support the development of colleagues. The Associate Director plays a crucial role in the everyday functioning of the business through their oversight of project delivery. The Associate Director develops and maintains key partnerships and existing and new client relationships to support the future growth of the business.

Key Responsibilities:

General Skills and Experience

- RTPI chartered status.
- Proven ability to lead, manage and oversee teams and projects independently and work effectively as part of a team.
- Excellent written and verbal communication skills, ensuring sensitivity and diplomacy.
- Excellent analytical skills and ability to assess and interpret complex data.
- In-depth knowledge and understanding of topical planning related matters.
- Demonstrable expertise in relevant project area(s).
- 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.
- Strong interpersonal skills to build relationships, negotiate and influence others.

Project Work

- Oversee projects as project director, ensuring quality assurance and reviewing key outputs.
- Oversee Local Plan production, including policy drafting, evidence base review, project programming, approach and planning and facilitation of exhibitions or workshops.
- Contribute to Local Plan examinations, including preparing written statements, overseeing and submitting written statements, supporting lead officers at hearings and representing the Council 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.
- Lead client meetings and manage client relationships.
- Provide 'critical friend' advice to local authorities.
- Write exemplary 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

- Monitor and manage productivity within the team.
- Company meetings
 - Contribute to business development and management team meetings, deputising for the Managing Director or Director where required.
 - Lead daily catch-up meetings and weekly team meetings.
- Tender and Proposal Management
 - Monitor contracts finder for possible opportunities and circulate to team.
 - Oversee and sign off tender submissions.
 - Successfully deliver high quality fee proposals and tenders.
- HR Management
 - Deliver recruitment processes and implement staff benefits and company policies.
 - Liaise with HR on employment contracts, staffing issues, pay reviews, and training requirements.
 - Line management, including 6 monthly reviews and 1-1 meetings.
- Financial Management
 - Conduct quarterly financial reviews and budget planning.
- Business Development
 - Work with Directors to develop and review the business plan and objectives (OKRs).
 - 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.
- Contribute to company responses to national planning consultations
- Present at the CPD Seminar Programme.
- Marketing
 - Establish, oversee, and implement the marketing strategy.
 - Contribute to mailouts and newsletters.
 - Oversee and review the social media strategy and posts.
 - Utilise LinkedIn for business promotion and help to build followers.
 - Write and review blog posts for publication.
 - Oversee and review website design and content.
 - Contribute to award entries.
 - Oversee the company branding and template production.
- Partnerships
 - Maintain and grow key partnerships.
 - Develop new partnerships for referrals and joint working opportunities.

Administration

- Run reports for business development and financial discussions.
- Issue invoices.
- Approve leave requests.
- 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.