

## Planner/Senior Planner job description

### **About the job**

SF Planning Limited is looking for a suitably experienced planner/senior planner to work across commercial, residential, retail and leisure sectors as part of a dedicated, respectful, and supportive team.

As an active participant in the organisation and with a strong understanding of the planning system, specifically in Development Management, you will prepare planning and other applications and appeals; along with all the work that naturally flows from that.

As valued members of the team, we like our planners to, over time, take individual responsibility for their own workload, subject to skills, experience, confidence, and ability; as well as provide general support to their team leader.

We are therefore seeking someone with the ability to manage their own caseload, from start to finish, with support from other team members as and when required.

This is a fantastic opportunity to work on a diverse range of projects, to grow professionally in a dynamic and challenging environment, and to develop your planning and project management skills.

### **Key Responsibilities will include:**

- Providing advice (over the phone and by email) to existing and potential new clients
- Drafting and completing planning appraisals
- Drafting and completing relevant documents to support planning and other applications, as well as appeals
- Completing planning and other application forms and submitting/managing applications
- Managing and organising job-related documents, such as drawings and client information, to ensure they are easily accessible and up-to-date
- Liaising with other technical consultants, such as architects and surveyors, requesting fee proposals and arranging necessary surveys
- Reviewing and commenting on the work of other external consultants
- Monitoring applications through their process, including negotiating with planning officers and liaising with clients and other consultants

All the above will be in support of the team as a whole, and in line with the company's culture and values, about and to which we are clear and committed.

### **Ideally, the successful applicant will have these attributes:**

- The ability to 'hit the ground jogging' (if not running)
- A strong understanding of current planning legislation, policy and guidance, and regulations, with a willingness to fill in knowledge 'gaps'
- Integrity – to ask for assistance when needed and to own mistakes when they are made (we all make them after all)

- The confidence to respectfully challenge ideas and strategies
- The ability to build relationships with colleagues, clients, and other consultants
- A willingness to listen and learn from the skills and experience of others in the team
- The ability to communicate clearly, both verbally and in writing
- Refining an eye for detail in the world of planning
- Enhancing negotiation skills with a view to knowing how to resolve conflicts and find solutions
- Willingness to 'get involved' in networking events, training/CPD, work socials, etc.

### **Qualifications & Experience Required:**

We have a flexible approach to this vacancy and would consider applicants with varying skills and experience at a planner/senior planner level. We are looking for the person with the right attributes that will provide a good fit both ways – for the applicant, the existing team and the company's approach.

Some post qualification experience would be beneficial; and some local authority experience would be an advantage, but this is not essential.

We welcome applications from those who are MRTPI and those working towards membership.

On-going training and support (both internal and external) is important and will be available to fill any skills gaps.

### **Generous package involves:**

- Hybrid and genuinely flexible working available
- 25 days holiday plus bank holidays
- 4 times your annual salary in life assurance
- Long term sickness benefit
- Income protection scheme
- Pension Scheme
- Payment of RTPI membership fees
- CPD and training encouraged
- Potential for further earnings from bonus

As a team, we care about people, their well-being, and their future. We value each other's skills and opinions and create a supportive, open environment that enables people to flourish, in a genuine effort to make time at work enjoyable.

### **Salary**

Starting salary will depend on an applicant's level and experience. We are very content to have frank conversations about salary and overall package early in the recruitment process.

Please apply by sending a copy of your CV and a short cover letter to [kelly@sfplanning.co.uk](mailto:kelly@sfplanning.co.uk).

**No agencies, please.**

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