



## JOB DESCRIPTION

<b>Job title</b>
Planning Consultant
<b>Name of person or job role reporting to</b>
<b>Responsibilities</b>
<ul style="list-style-type: none"><li>• Support the team in the on-going delivery of client projects, in a fast moving, client focussed, commercial environment.</li><li>• Plan and write high-quality reports, which meet the client's brief, and take full account of the relevant guidance and protocols.</li><li>• Carry out project-related tasks, including fieldwork, attending project meetings, public consultation activities, collating plans and drawings, attending consultation events and monitoring and responding to consultee comments.</li><li>• Flexibly support colleagues with the management, review, and collation of multi-disciplinary documents for Planning Applications.</li><li>• Communicate effectively on a day-to-day basis with clients, Local Planning Authorities and other third parties as required; and</li><li>• Support business development activities through the preparation of fee proposals, tender documents, and marketing materials.</li></ul>
<b>Qualifications/Experience</b>
<ul style="list-style-type: none"><li>• All candidates are required to have an RTPI-accredited degree.</li><li>• Post-qualification experience.</li><li>• A full, clean driving license is preferred as well as the ability to travel when necessary.</li><li>• Ability to work occasionally outside of normal working hours as required.</li><li>• Have or be working towards achieving Chartered Membership of the Royal Town Planning Institute.</li></ul>
<p>I hereby agree that I have read and understood the job description.</p> <p>Signed _____ Date _____</p> <p>Name _____</p>