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| **Job title:** | Planner |
| **Department:** | Land and Planning |
| **Responsible to:** | Head of Land and Planning |
| **Responsible for:** | N/A |

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| **Job Purpose:** |
| To co-ordinate the preparation of planning application submissions to achieve timely, implementable and commercially sound planning permissions and any ancillary consents required under planning legislation to support effective site starts. |

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| **Main Duties and Responsibilities:**   * Advising upon planning policy requirements which influence projects * Advising upon local plan statuses within region and strategic policies influencing housing * Advising upon what planning approvals are required to ensure site starts are achieved * Advising upon validation requirements for planning application submissions * Have a working knowledge of the contractual obligations concerning planning submissions and the communication of planning documentation * Attend planning committees and represent the business as required * Provide input into viabilities concerning affordable housing requirements, commuted sum payments, obligations and CIL * Network and build relationships with Council planning officers, local politicians and members of the public engaged in the planning process * Assist the Planning Manager, alongside PR/Communication on any public consultation arrangements * Comply with and uphold company policies and procedures * Undertake any additional tasks as may reasonably be required from time to time * Ensure that all planning conditions are discharged in a timely manner in line with business plan requirements * Co-ordinate the preparation and submission of planning applications, working closely with the Planning Manager and wider team * Assist the Planning Manager in formulating and implementing planning strategies for each development |

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| **Key Attributes** | Core:   * Leadership skills * Organisational skills * Time Management skills |
| **Qualifications/**  **Experience** | Core:   * Accredited degree * Minimum 2 years industry experience |
| Desirable:   * RTPI accredited * Housebuilding experience |

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| **I confirm I have read and understood my job description.** | | | |
| Employee Name |  | Date |  |
| Employee Signature |  | Date |  |
| Line Manager Signature |  | Date |  |

I*t is a requirement of Story Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.*