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

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| **Job Purpose:**  |
| To lead on the preparation of all 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. To advise on planning matters generally in relation to live sites and ensure consents are implemented lawfully.To contribute to managing the Company’s Land Bank to ensure that development sites are brought forward through the Planning System as forecast; and contribute planning expertise as required regarding potential land purchases. |

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| **Main Duties and Responsibilities:** * Ensuring the land bank is effectively promoted through the Planning System with relevant Local Authorities in order to achieve appropriate Planning Consent and identifying new opportunities.
* Produce planning strategies and budgets for planning submissions. Provide input into viabilities concerning affordable housing requirements, commuted sum payments, obligations and CIL.
* Provide input into project programming to ensure timescales are robust.
* Lead on managing, preparing and submitting planning applications. Attending committees and representing the business as required.
* Project manage a team of external and internal consultants supporting a planning application.
* Manage and keep a record of all planning conditions and discharge all conditions as necessary. Reviewed on a monthly basis.
* Lead on the negotiation of s106 agreements, alongside Land colleagues. Keep a record of all s106 requirements on all sites. Reviewed on a monthly basis.
* Instruct solicitors as required to draft s106 agreements (and CIL requirements as applicable) demonstrating obligations are well understood and have been soundly negotiated.
* Manage public consultation arrangements alongside PR/Communication.
* Manage planning appeals and assemble the most appropriate Consultant Team where necessary.
* Understand and advise on planning policy requirements which influence projects, to include preparation of planning briefing notes/assessments for potential sites.
* Understand local plan statuses within region and strategic policies influencing housing.
* Understand what planning approvals are required to ensure site starts are achieved in line with business plan requirements.
* Understand and advise on validation requirements for planning application submissions.
* Have a working knowledge of the contractual obligations concerning planning submissions.
* Provide input into viabilities concerning affordable housing requirements, commuted sum payments, conditions, obligations and CIL.
* Monitor development plan progress throughout the region and make representations where appropriate.
* Provide information and advice within the Region on the operation of the planning system and forthcoming changes in National/Regional/Local policies.
* Network and build relationships with Council planning officers, local stakeholders and members of the public engaged in the planning process.
* Comply with and uphold company policies and procedures.
* Implement new ideas and methods in order to contribute to the organisation’s goals and enhancing the reputation of the company.
* Undertake any additional tasks as may reasonably be required from time to time.
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| **Key Attributes** | Core:* Leadership skills
* Communication skills
* Organisational skills
* Time Management skills
* Negotiation skills
* Project management skills
* Excellent attention to detail
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| Desirable:  |
| **Qualifications/****Experience** | Core:* 5 years or more planning experience
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| Desirable:* RTPI accredited
* 5 year 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.*