

Position: Planner (Trainee)

Purpose of post: To assist with the delivery of a range of planning projects and related instructions and contribute to business development initiatives. To add to the success of the Firm through the provision of a high-quality service to clients and effective team working.

Report to: Technical Director

Qualification and Experience requirements:

- Two A Levels or equivalent qualifications
- Ability to work on own initiative under direction of senior colleagues
- Excellent written and oral communication skills
- Willingness to train to become a qualified Town Planner

Responsibilities:

- 1) Assisting senior colleagues with the servicing of planning projects on behalf of clients under the broad direction of the Technical Director and other senior colleagues
- 2) Assisting with the preparation, submission and consideration of applications for all types of planning permission and consent (including drafting associated reports and surveys) related to development sites and material in support of planning appeals and examinations in public
- 3) Assisting with the drafting of planning policy documents and written representations concerning emerging development plan and supplementary planning policy documents
- 4) Carrying out research into a range of planning related issues (e.g. planning topics, heritage asset assessments, planning history and site specific proposals and policies)
- 5) Site plan and survey preparation including use of digital ordnance survey plans, site photographs and land use surveys, interpretation and collation of aerial photographs and historical maps
- 6) Providing planning information to clients and helping to maintain and develop client relations
- 7) Assisting in the preparation of submissions in support of tenders for new instructions including fee proposal letters
- 8) Contributing to business development initiatives including drafting and collating marketing information and material
- 9) Liaising with Business Administrator and assisting with administrative matters as required
- 10) Familiarising with relevant current planning issues, policy and legislation
- 11) Attending internal and external training courses as necessary
- 12) Other such associated tasks as may be appropriate.

Skills

- **Management, Analytical and Decision Making:** Demonstrate ability to assess and solve problems, think strategically and make appropriate decisions and recommendations
- **Technical:** Develop professional and technical expertise (including CPD requirements) and broaden skills where necessary. Demonstrate IT literacy and understanding of planning and related disciplines. Develop marketing skills to actively promote the Firm through all available means
- **Leadership:** Liaise with and support administrative staff. Ability to generate and promote ideas for improving personal, team and Firm's effectiveness
- **Communication:** Excellent written and oral skills, ability to assist with presentations as necessary and develop negotiation skills for use in meetings with clients and other professionals
- **Interpersonal Skills:** Interpersonal skills required to maintain and enhance relationships with existing clients and staff. Possess and develop team working ability, self confidence and demonstrate good social skills
- **Attitude:** Have a positive and flexible approach to work and develop a commercial understanding of the functions of the Firm. Work effectively under pressure in a dynamic and evolving work environment.

This is an excellent opportunity for the right person to embark on a planning career within a highly professional environment with good career path prospects.

Please send your C.V. together with details of your current remuneration before or by **5th August 2022** by email to: samhazell@lppartnership.co.uk; or post: The Coach House, East Hill House, 76 High Street, Colchester, Essex, CO1 1UF.

For an informal discussion please call John Lawson or Georgina Brotherton on 01206 835150.