



Paul Butler Associates

Planning, Development & Heritage Consultants

Job Description: Planner / Senior Planner

1. Introduction

Thank you for the interest you have shown in joining Paul Butler Associates. We are currently offering an opportunity for a Planner or Senior Planner to join the company. Along with the job description and person specification. This document provides an overview of how the firm has developed and how we see it developing in the future.

2. Paul Butler Associates

Paul Butler Associates is one of the leading town planning practices in the North West. Formed in 1992, we have a wide ranging and stimulating list of clients and projects split between the public and private sectors.

We require an assistant planner to cope with our expanding workload, whilst being highly committed and determined to join us in taking the practice forward.

We believe that planning is a stimulating and intellectually challenging profession. We want someone who shares this view and can think creatively about the planning process and the business of planning.

We can offer:

- A competitive remuneration package.
- A pension, health and life insurance.
- An opportunity to progress higher within the practice.
- Generous annual leave entitlement.
- A modern high quality work environment in close proximity to Deansgate.
- An opportunity to work on major development projects across the North West and the UK.

3. Job Description

Applicants should have:

- Full RTPI membership and a minimum of 3 years' experience.
- Experience in dealing with major development projects across multiple sectors
- An ability to lead projects, win client confidence and secure new work.
- Excellent report writing, presentation, communication, interpersonal and client care skills will be essential.
- Full driving license and access to a car would be beneficial.

Main Purpose

- To continue the development of the Practice as a thriving consultancy able to deliver creative and effective planning solutions to the problems and opportunities presented by its public and private sector clients.
- Progressing schemes through the development process and submitting, progressing and negotiating on a range of complex applications and appeals will be essential. Dealing with projects relating to listed buildings and developments in conservation areas would also be useful.
- To drive the business forward in terms of strategy, marketing and implementation, exploring new and existing links and contacts.

Fee Earning

- Prepare fee proposals and secure commissions in both the public and private sector.
- Liaise with clients, architects, sub-consultants and other professionals.
- Organise work programmes and schedules.
- Provide professional planning, development and heritage advice.
- Prepare applications (including planning, listed building consent and advertisement consent) and undertake planning appeals for all types of project.
- Prepare Planning Statements, Heritage Assessments, Grounds of Appeal and other statements/reports in support of applications and appeals.
- Work to defined deadlines and budgets.

Professional Development

- Keep abreast of changes to planning law, guidance and practice.
- Maintain links with academic institutions.
- Guide and develop the work of junior colleagues.

Marketing and Administrative role

- Attend and contribute to outside events and meetings.
- Develop links and contacts with other professionals and potential clients.

- Maintain and develop corporate image and reputation.
- Answering the phone and dealing with inquiries.
- Managing and updating the company's website.

4. Person Specification

Specification

- Full RTPI membership and approximately 3 experience.
- Experience working on a range of development projects across all sectors, including major developments.
- Wide-ranging planning experience, ideally in both the public / private sector and within Greater Manchester.

Skills

- Well developed planning, development, heritage and urban design skills.
- Good presentation, communication and interpersonal skills.
- Excellent oral and written communication skills: the role will involve face-to-face and telephone interaction as well as extensive use of written communication in the form of proposals and reports.
- Good numeracy skills: the role will require an understanding of day-to-day business finance.
- Knowledge of the planning system and advice from government.
- Computer Literate in Microsoft Office and other associated programmes.
- Good administrative and organisational skills.
- Capable of working by yourself to tight deadlines.
- Self-motivated/independent but equally able to work well in a team.

Other Attributes

- Ability to learn new software applications as required.
- Ability to understand, and ideally use, graphic communication tools.
- Ability to prioritise and organise workloads.
- Ability to provide guidance to other members of the team on planning and design matters.
- Willingness to attend events and meetings outside normal office hours in a professional, promotional or developmental capacity.
- Full driving license and access to a car.

5. The Future

The aim is to provide a stimulating and rewarding (in all senses) career for everyone connected with the practice, and one which balances the demands of the practice with other aspects of personal and social life.

Core work is likely to revolve around the four areas: development control, development plans, heritage and urban regeneration. We will aim to provide work which will be interesting and rewarding. We have at the moment a range of interesting projects to deal with. We should be able to build on and develop these in the future.

We would hope to be able to offer good long-term prospects for everyone working for the company and there will be the opportunity to progress higher within the practice.

6. Conditions

See contract