

Senior Planning Manager

Job/Position Title:	Reporting to:
Senior Planning Manager	Director of Planning
Employees reporting to job holder:	
Planning Secretary	
Summary/Purpose of Job:	
<ol style="list-style-type: none"> 1. To be a key senior member of the Planning & Design team, working closely with the Director you will be responsible for your own projects whilst providing guidance and advice where appropriate to other members of the team. 2. To assist in the delivery and continual improvement of the quality and effectiveness of our planning activities through guidance, leadership and focus in order to achieve or exceed the site values agreed within the Project Cost Plans and in order to achieve the Departmental and Corporate Objectives. 3. To maintain an excellent knowledge of existing, and changes to planning and other legislation that affect the potential for developing current and future sites. 	
Job Specific Key Tasks/Responsibilities:	
<ol style="list-style-type: none"> 1. In conjunction with the Director, you will provide planning feasibility advice/likely programme for achieving planning consent on site bids, to demonstrate the likely and maximum potential of any site. 2. To assist in the management of planning team personnel and outside consultants working on planning applications and condition sign offs. 3. To work with the Director to motivate, manage and organise the department. 4. You will manage assigned projects from site purchase to planning approval and discharge of planning conditions by leading specific teams in the Planning & Design Department and external consultants. 5. You will actively participate in Weekly Planning Meetings, reporting to the Director and the rest of the team against Programme, Cost Plan, Quality and Health and Safety. 6. You will work with the Technical Co-ordinator and Director to obtain the necessary consultant reports and surveys as agreed during the site purchase stage. 7. Working with the Director, you will formulate draft budgets for your projects and once agreed you will monitor and manage your projects in line with these budgets. 8. You will appoint consultants in accordance with the Group's best practice procedures including Health, Safety & Environment Policy, and to manage carefully selected external consultants that have a proven ability to successfully discharge their responsibilities. Once appointed you are to manage all orders, engagements letters and agreements with the highest of standards of fiscal management. 9. Community consultation events are to be pro-actively organised in conjunction with the Director throughout the pre-application and application process in order to ensure that key stakeholders' opinions are sought and addressed where possible and they are kept well informed of the progress of the application. Feedback is to be given to the Project specific Design & Planning team (internal and external) and including the Managing Director and CEO. 	

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Job Specific Key Tasks/Responsibilities:

- A summary is also to be provided to the Director for inclusion in the regular Design & Planning update email.
10. In conjunction with the Director, you will work with the Marketing Manager to ensure that the website (including consultation pages) and any communications are up to date in order to best sell the Group's development vision in a timely and accurate manner throughout the process.
 11. You will work with the Director, Head of Land & Property, MD & CEO to prepare appropriate viability reports (using the viability report templates) which seek to give the local planning authority and community various options, to be updated as the scheme progresses gradually adding more detail, supported by national and local Guidance and third party experts, until a final and agreed position is negotiated with the viability expert.
 12. Working with the Director, you will submit planning applications in line with that agreed in the Initial Scheme Report and in accordance with the agreed Programme and Cost Plan. Any significant variations from the agreed scheme are to be discussed and agreed initially with the Design & Planning Director and finally with the CEO and Managing Director prior to submission.
 13. In conjunction with the Director and in respect of your projects you will produce and update the Planning Sections for each of the Key Stage Reports together with the Project Cost Plan and Project Programme.
 14. In conjunction with the Director, you will work with other departments and provide them, in a timely fashion that adheres to the timescales laid down by the Group, with the necessary accurate information, properly laid out, to enable them to discharge their responsibilities with the maximum of efficiency whilst at all times making best use of Group's resources.
 15. You will ensure your own communication and relationship with all Group's stakeholders is handled properly, professionally and in a way in which is consistent with the ethos and strategy of the business.
 16. To produce projects that enhance and maintain the high reputation of the company.
 17. To draft and agree project budgets and programme against which you will manage the project and the team (internal staff and external consultants)
 18. To produce regular information & reports in line with Group requirements that allows project performance to be objectively assessed. Information and reports will accurately forecast project progress in terms of programme, costs, and potential.
 19. To ensure work accords with Group practices, systems and procedures and complies with legislation including in particular Health & Safety.
 20. To ensure that you maintain key information schedules and documents to aide performance and communication.
 21. To be a first class 'Ambassador' for the Group.
 22. Maximise the increase in site value by ensuring that all projects where possible profitably align or exceed with the Group strategy, business plans and objectives.
 23. Agree challenging but achievable objectives and performance targets against which you regularly report; and to manage and allocate all resources effectively within your control on a day-to-day basis. If any deadline or objective, or budget is to be missed you must immediately make this clear.
 24. To work with the Planning Assistant to discharge Planning & Listed Building conditions in liaison with the Planning authority and/or consultants always ensuring that they are discharged in a timely manner and using the minimum level of information necessary.
 25. To maintain a good working knowledge of all statutory planning/heritage related issues that affects your role.
 26. Key documents and information that should be regularly updated to allow the other departments in the company to keep up to date with developments and changes include:

Project appraisals

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Job Specific Key Tasks/Responsibilities:

Project programmes

Accommodation schedules

Planning History schedules, approvals and documents

Cost Control files (information on external consultants and supplier predicted and actual expenditure)

27. You should excel in quality control, organisation, delegation, supervision & accurate reporting. This should include:
28. Ensuring that you communicate expectations for role and performance standards by giving clear instructions at all times.
29. Using leadership skills to delegate, support, coach and direct staff at varying levels of development.
30. Work to create a positive climate where staff can freely contribute and solve problems as they arise.
31. Gain an understanding of staff member's working styles and preferences, and support them when they have problems affecting their performance.
32. Give immediate feedback—praise or reprimand at the time of the incident including timely positive pats on the back.
33. To develop effective working relationships by gaining the trust and support of colleagues.

In general you are to:

- Be responsible for working with other departments and providing them, in a timely fashion that adheres to the timescales laid down by the Group, with the necessary accurate information, properly laid out, to enable them to discharge their responsibilities with the maximum of efficiency whilst at all times making best use of Group's resources.
- Ensure your own communication and relationship with all Group's stakeholders is handled properly, professionally and in a way in which is consistent with the ethos and strategy of the business.
- To adhere to statutory and Group H&S requirements at all times

All City & Country Employee Key Tasks/Responsibilities:

1. To read, understand and adhere to all the principles set out in the **City & Country Vision, Values and Culture** document.
2. To positively embrace and follow the procedures in **Roles & Responsibilities**, the **Key Interaction Stages Summary (KISS)** and the relevant **Departmental Procedures**.
3. To work diligently to achieve or exceed the agreed **Personal, Departmental and Corporate Objectives**.
4. To use the **City & Country Challenge** principles for all Manager and Director approvals.
5. To ensure that published Authority Levels are adhered to at all times.
6. To abide by all Company HR Policies.
7. To manage and allocate all resources effectively within your control on a day-to-day basis.
8. To be aware of all published best practice guidelines, legislation and regulations relevant to the role in order to discharge your duties in a well-informed and competent manner.
9. To read, understand and adhere to the **City & Country Health & Safety Policy**.
10. To nurture strong and mutually beneficial relationships with the other departments to improve communication, understanding, forward planning and delivery of the projects.
11. To represent the Company in a professional and ethical manner to strengthen and enhance the brand and reputation of the Group.

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Management Responsibilities

1. To identify and manage all risks in a controlled and professional manner to the benefit of the company's profitability and reputation.
2. To ensure that any significant overspend (more than 5% or £5K, whichever is lower) is reported to the relevant Director, your Line Manager and the Finance Manager as soon as it becomes apparent and at least 4 weeks before an order needs to be placed or variation agreed and the commitment to spend made, so that alternatives can be discussed, considered and action taken that minimises spend and does not impact negatively upon the Project Programme. For all items that could not have been foreseen by a diligent experienced professional, such as a latent defect within the building that only becomes apparent once works have commenced and an order already having been placed, then the requirement for 4 weeks' advance notification will be reduced to 5 working days. The limit of 5% or £5K is to be for single unrelated or unconnected transactions within any one Project Cost Plan cost heading and as described within the Group Authority Manual.
3. To ensure that all communications with stakeholders are handled properly and in a way in which is consistent with the Vision and Values of the business.
4. To be responsible for providing the other departments with the necessary information, properly laid out, to enable them to discharge their responsibilities with the maximum of efficiency but at all times making best use of Company resources.

Experience Required:

1. At least 5 year's experience in a similar planning role with proven success.
2. To have a sound and practical knowledge and thorough understanding of the industry its products and processes.
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4. To be able to communicate at all levels internally and externally in a professional manner.
5. To be proficient and accurate in all aspects of work.
6. To have a sound understanding and appreciation of the importance of Health & Safety.
7. To be financially aware (cost management).
8. To be computer literate i.e. Microsoft Word, Excel, Outlook, Project

Essential Skills/Competencies/Qualifications Required:

1. Excellent communication and presentation skills – oral and written
2. Excellent commercial awareness and negotiating skills
3. Good organisational skills
4. Good problem solving skills
5. Good cost management skills
6. Strong attention to detail
7. Ability to remain confidential at all times
8. Ability to remain calm under pressure, think ahead, be well organised, resourceful and confident.
9. High standard of personal presentation
10. Full, Clean driving licence

Personal characteristics required:

1. Self-motivated and conscientious
2. Honest and hard working

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Essential Skills/Competencies/Qualifications Required:

3. Ability to prioritise activities and manage a busy and demanding role

Special Terms:

1. Regular visits to building sites, with the occasional need to stay overnight.