



Graduate Planner

The position of Graduate Planner has a demanding and wide-ranging workload and will be working alongside a professional planning team on a range of planning projects, including residential, mixed-use, major commercial and retail developments, and renewable energy projects.

The successful individual should be undertaking experience leading towards full RTPI membership. You must be a strong communicator both orally and written and be able to demonstrate your knowledge of the planning process and current legislation.

The ideal candidate will have:

- A promising level of professional competence
- Basic understanding of relevant systems and legislation
- The ability to produce soundly researched work
- Self-drive towards own development
- Initiative and readiness to take on new tasks
- The aptitude to learn new skills
- Motivation to seek guidance
- Proficiency to manage own time and workload
- Adeptness to meet deadlines
- The willingness to act as a good team player, building and maintaining constructive working relationships

Typical duties will include:

- Assisting senior members of the team with the completion of planning applications and supporting documents, planning appeals and the delivery of planning advice
- Assisting with the production of draft documents such as Environmental Statements, Planning Statements, Design and Access Statements
- Drafting Instructions to Counsel
- Liaising with clients, local authorities and stakeholders throughout the planning process
- Undertaking site visits and site appraisals
- Using ProMap, In-design and Photoshop to produce maps, mapping layers and plans as required
- Drafting and delivering reports to Clients and other team members
- Assisting senior members of staff in the preparation of Public Exhibitions
- Attendance at Public Exhibitions
- Summarising comments received from Exhibitions, producing documentation as required
- Assist with the submission and management of Discharge of Conditions, and monitoring thereof
- Leading small-scale projects, when appropriate
- Maintaining strong business relationships with Clients
- Researching and locating documents via the internet using search engines, Government websites and Local Authority websites
- Assisting in the production of exhibition material, to include display boards, leaflets, letters and mailings
- Typing / administration of work outputs

- Maintaining project files (*manual & electronic*)
- Maintaining detailed projects lists
- Undertaking administration work as necessary

Rewards

Alongside a competitive salary, as the Graduate Planner, you will also benefit from:

- Bonus scheme
- Pension Scheme
- Sickness Scheme
- Generous annual leave
- RTPI annual membership paid

Location

Based in our Banbury office, with a requirement to work from our Leamington Spa Office, as required.

Hours

09:00 – 18:00, Monday – Friday, with a 1-hour lunch break

The position would suit someone who is reliable, personable, flexible, confident, with the ability to communicate at all levels. The position requires commitment and a positive approach towards development, plus the ability to work as part of a team and as an individual, with a substantial and varied workload.

Please write to:

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