

Job Title:	Senior Design and Planning Executive
Business:	TW North Midlands
Location:	Cannock
Reports to:	Technical Manager
Direct Reports:	Design and Planning Executives
Main Interfaces	All relevant staff from internal and external associated disciplines

Overall Purpose

To manage the planning and design team and external consultants. To ensure the preparation and submission of planning applications, prepare land viabilities and planning reports, secure planning permissions and building regulation approvals and enable site starts to fall in line with the company's budget deadlines. To provide the relevant information and support to the construction, commercial, sales and legal functions during the live site stage.

Key Activities

1. Land Appraisal

- ⇒ Brief internal and external designers and other specialist consultants.
- ⇒ Prepare or procure the preparation of viability layouts
- ⇒ Prepare or procure the preparation of planning reports
- ⇒ Prepare fee estimates
- ⇒ Liaise with the land function in order to ensure deadlines are achieved.
- ⇒ Contribute to land approval submission documents

2. Preparation and Submission of Planning Applications

- ⇒ Agree the form and content of the application with the Local Authority
- ⇒ Co-ordinate the preparation application documents via internal staff or external consultants
- ⇒ Check the application prior to submission
- ⇒ Ensure the application meets planning policy guidelines
- ⇒ Organise public consultation exercises

3. Securing Planning Approvals

- ⇒ Negotiate with external Authorities and associated stakeholders
- ⇒ Manage external consultants (where used) to ensure planning approval is given within pre defined timescales.
- ⇒ Agree all planning conditions prior to approval.
- ⇒ Ensure external material and landscaping design conform to both local requirements and budgetary constraints
- ⇒ Apply to vary existing consents and conditions where applicable

4. Pre Start Stage

- ⇒ Oversee where necessary the preparation of all workings drawings, along with Building Regulation approvals.
- ⇒ Clearance of CML conditions
- ⇒ Discharge of planning conditions/S106 responsibilities and tracking
- ⇒ Input into CDM process
- ⇒ Ensure house type drawings and details are available
- ⇒ Undertake or procure CDM risk assessment for all house types
- ⇒ Input into health, safety and environmental check lists.
- ⇒ Take part in Pre Start meetings
- ⇒ Obtain ECO Homes accreditation where applicable
- ⇒ Check specialist designs i.e. pre cast, roof trusses etc.

5. Live Site Stage

- ⇒ Responsibility for all planning and development functions on a pre determined number of sites.
- ⇒ Attend Pre Start, specification and any other relevant meetings as required by the company
- ⇒ Regular site visits
- ⇒ Interface with site team and solving problems enabling continued production

6. General

- ⇒ Management, Project Management, motivation, training and development of planning staff (people management).
- ⇒ Joint responsibility for the evolution of house type design and specification.
- ⇒ Liaison with sales department in procurement accurate sales presentation drawings and brochures
- ⇒ Develop and improve our list of approved external consultants
- ⇒ Commercial awareness of all elements
- ⇒ Responsible for POS adoptions
- ⇒ Any other duties as required by Technical Manager

Key Competences

- ⇒ Leadership
- ⇒ Motivation
- ⇒ Communication skills
- ⇒ Team working
- ⇒ Negotiation skills
- ⇒ Initiative
- ⇒ Organisational agility
- ⇒ Commercial acumen

Key Experience

- ⇒ Design and planning knowledge, understanding of the planning process and up and coming changes in legislation
- ⇒ Extensive experience of planning and development within the housebuilding industry
- ⇒ People Management/Leadership
- ⇒ Computer literate with knowledge of Autocad
- ⇒ Preferably membership of professional body (BIAT etc)
- ⇒ Business related qualification

If you wish to be considered for this role then please apply to robert.ellam@taylorwimpey.com by 5th February 2010