

Planning and Development Consultant

About Optimis

Optimis is an award-winning planning and development consultancy providing a bespoke compelling service to a range of private clients. We aim to deliver customer-focussed, commercially-sound advice.

Our primary focus is residential planning, with a portfolio of work spanning the full spectrum of development projects, ranging from large scale developments with national house builders to smaller unique domestic projects.

We specialise in co-ordinating project teams, informing development proposals and developing relationships with local planning authorities to deliver planning permission for our clients. Covering Bedfordshire, Greater London, the south east and beyond we pride ourselves on our commerciality, ability to identify solutions and the strong and sociable relationships we have built with our clients.

We are a small friendly team offering an enjoyable and fulfilling environment in which to work. Optimis is able to offer unique access to clients and projects, from which junior members of the team especially benefit, and in this context career progression is supported and strongly encouraged.

The Role

- Preparing planning applications for a variety of schemes, though predominately residential
- Preparing representations to Local Development Plans and CIL Charging Schedules
- Preparation and submission of written representation appeals
- Offering planning advice and responding to enquiries
- Undertaking site visits
- Preparing Site/Planning Potential Appraisals and going through assisting in pre-application submissions
- Attending meetings, including Committee Meetings
- Discussing and negotiating proposals with Local Planning Authorities
- Supporting the coordination and management of multi-disciplinary teams for major projects
- Preparing Minor Material Amendment, Non-Material Amendment, Discharge of Conditions and Reserved Matters submissions

- Supporting the preparation and delivery of public consultation and stakeholder engagement strategies
- Monitoring and updating of Local Plan Tracker and other planning spreadsheets
- Assisting the Marketing Manager in preparing and providing research articles, blogs, planning related news
- Mentoring junior members of staff
- Role offers a broad area of responsibility for all areas of the development process including planning policy and promotional work along with detailed development management and delivery.
- Blogs
- Presentations at internal/external CPD events

Person Specification

- A Degree/Masters Planning Degree with RTPI accreditation and a detailed knowledge of planning and the planning system
- Experience of working in private sector consultancy
- Strong IT skills
- Excellent interpersonal and communication skills
- It is essential that the candidate is fluent in English (both verbal and written) and be competent in report and letter writing and speaking with clients
- The candidate must have a full UK driving licence and have access to their own vehicle
- Good problem-solving skills
- Ability to work both independently and as part of a team
- Ability to meet deadlines
- Ability to show initiative, commitment and is commercially minded
- Professional appearance
- Charismatic