**Design and Planning Executive**

We are looking for a Design and Planning Executive to actively support the Technical Team.

The successful candidate will demonstrate good communication and negotiation skills, excellent design focus and ability to work in a team.

The Design and Planning Executive will be responsible for the preparation and submission of planning applications, preparation of viabilities, secure planning and building regulations approval and provide technical support through the build process.

**The Role:**

Design Work (Pre Planning)

* Overview development proposals and appraise site information to formulate technical reports
* Instruct and coordinate necessary site investigations
* Ensure compliance with CDM procedures

Design Work (Planning Stage)

* Overview planning applications and comment where appropriate from a technical perspective
* Assist in the appointment of external consultants
* Ensure compliance with CDM procedures

Design Work (Detailed Design Stage)

* Appoint and manage an external design team and the lead the design process
* Ensure the preparation of all drawings, details and specifications necessary for start on site
* Have a good knowledge of Building Regulations, NHBC standards, adoption processes and the technical process
* Ensure compliance with CDM procedures

Technical Support (Construction Stage)

* Provide technical support to the site based construction team
* Ensure all planning and NHBC conditions are discharged in a timely manner
* Attend regular site based progressed meetings
* Ensure compliance with CDM procedures

General

* Ensure the prompt distribution of all technical information to the other business disciplines
* Attend pre start, specification and any other relevant meeting as required under the Company’s operating framework.
* Liaison with sales department in procurement of accurate sales presentation drawings.
* Any other duties as required by the Technical Director/Technical Manager

**The Person:**

* Computer literate with knowledge of AutoCAD
* Good understanding of the planning process
* Wide experience of planning and development within the house building industry
* Preferably membership of professional body (RICS etc) but not essential
* Business related qualification

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

**Internal applicants – please advise your Line Manager if applying for this role.**