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| Position Title: | Senior Design and Planning Executive | Date Finalised/Last Reviewed: | | |  |
| Function: | Planning | | | | |
| Reports to: | Technical Director | | | | |
| Direct Reports: |  | | | | |
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| [Job summary/purpose:](#Job_Summary" \o "Summarise in 2-6 sentences the primary reason why this position exists and what defines success) | | | | | |
| The preparation and submission of planning applications, secure planning and building regulations approval and provide technical support through the build process. | | | | | |
| **[Primary responsibilities:](#Primary_Responsibilities" \o "Include the key actions, behaviours and deliverables required in this position)** | | | | | |
| **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  Ensure development meets planning obligations – affordable housing etc.  Clearance of all CML issues  Procure landscaping scheme  Planning Delivery Targets  Accuracy and Timely Information for Briefing Commercial, Production and Sales Teams  Sign-off cheque requests from external agencies & provide orders  Management of the Technical team to ensure that all designs /technical issues are dealt with within the development programme and budget.  Management of external consultants to ensure information is received, co-ordinated and distributed on time and within budget.  Assist the Technical Director in recruitment, selection, training, coaching and personal development of the Technical team.  Provide knowledge/expertise to react to changes in legislation as dictated by industry standards of Building Control, NHBC, planning law etc.  Ensure all Key Performance Indicator targets are reached across all areas of Technical in line with business aspirations.  Manage and comply with the process and procedures contained within the Taylor Wimpey Operating Framework.  Manage and implement the Taylor Wimpey CDM/EMS process and procedure, deputising for the regional Principle Designer, identifying foreseeable risk in designs and taking action to remove risk, in line with company policy.  Provide the primary communication channel between the Technical team, other internal departments and external agencies.  Arrange, co-ordinate and manage all project meetings with other departments in a timely and efficient manner, ensuring all relevant action points are noted and recorded.  Prepare and maintain programmes and documents for the monitoring of progress and for use in reporting to the management team.  Assist in the evaluation and appraisal of development opportunities and to provide information required to purchase land.  Liaise and negotiate where necessary with Statutory Authorities, Local Planning Authorities, Highways, Consultants etc. to ensure projects achieve the set objectives and programmes.  Form "stakeholder" arrangements with planners and consultees to drive and understand aspirations of the relevant authorities.  **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; Technical Manager, Land Director, All members of the Business Unit Management Teams, Site Managers, Production, Commercial, sales, finance and legal departments and Safety Advisors.  Any other duties as required by the Technical Director/Technical Manager  The role involves travel which requires a full driving licence  This role may require outside of hours work from time to time as pressures on the department demand. | | | | | |
| **Additional managerial and leadership responsibilities (for roles with line management only):** | | | | | |
| Required to be able to demonstrate experience of managing a team. | | | | | |
| **Key** [**business relationships:**](#Business_Relationships) | | | | | |
| Internal: Internal design and planning team, and all relevant staff from other internal disciplines.  External: Architects, Design Consultants, Urban Designers, Planning Consultants, Landscape Architects. | | | | | |
| **Regional variances to the role:** | | | | | |
| Taylor Wimpey undertake a diverse range of projects including traditional and timber frame housing and medium rise reinforced concrete frame apartments schemes. Candidates will be expected to apply their skills to all types of project and be keen to develop skills in all these forms of construction. | | | | | |
| **[What are the measures of success for this position?](#success" \o "e.g. Reduce employee turnover from X% to Y%)** | | | | | |
| Please describe any relevant metrics or success indicators this role will be measured against | | | | | |
| **[Experience, Qualifications, Technical Requirements, Education](#Experience_Qualifications" \o "e.g. Secondary/High School, First degree, Post-graduate education; years of post-qualification experience) Required/Preferred** | | | | | |
| Computer literate with knowledge of AutoCAD | | | | Required | |
| Good understanding of the planning process | | | | Required | |
| Wide experience of planning and development within the house building industry | | | | Required | |
| Preferably membership of professional body (RICS etc) but not essential | | | | Required | |
| Business related qualification | | | | Required | |
| * Good strong knowledge of the full development/ technical process. | | | | Required | |
| * Ability to create and manage programmes, in particular Critical Path. | | | | Required | |
| * Previous experience as either a Technical or Project Manager within a development organisation | | | | Required | |
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| **Key Competencies:** | | | | | |
| Communicate well and collaborate. With the ability to communicate with all disciplines at all levels | | | Leading Self | | |
| Be well planned and organised | | | Leading Self | | |
| Make informed decisions | | | Leading Self | | |
| Be future focussed and drive change | | | Leading Self | | |
| Develop good relations and act with integrity | | | Leading Self | | |
| * Strong team player/leader with an energetic outlook. | | | Leading Self | | |
| * Ability to manage people, processes and time. With the ability to educate and improve an individual or team to achieve best results. | | | Leading Others | | |
| * Wide and forward thinker / rational thinker. | | | Leading Self | | |
| Ability to analyse and monitor financial statements | | | Leading Self | | |
| **Internal Applicants – Please inform your Line Manager if you wish to apply for this role** | | | | | |