



Job Description

Job Title:	Town Planner				
Department:	Commercial Property	Reporting to:	Sharon Smith	Line Manager:	Ellen Petersen
Job Summary:	To support the Planning and Enforcement Manager with our comprehensive planning consultancy service. Our planning consultancy service includes site appraisals, application enquiries, preparation and submission of applications, representation at meetings or planning enforcement matters and planning appeals including representation at hearings and enquiries. This role is to ensure our clients receive the best possible service with planning matters.				

About FJG

We are an established, progressive and expanding firm. Our Commercial Property team is recognised in the highest tier of Legal 500 and Chambers. We are looking for people who can work on their own initiative. We are accredited with Investors in People. Anyone working with us will have the opportunity to learn new skills alongside partners, our legal teams, our management team and all our support staff. We will fully support and reward you for your talents in an environment that offers a genuine career path, and provide you with the opportunity of achieving your development goals.

Key Responsibilities / Duties

- To have a broad knowledge of planning legislation.
- To respond in writing, by telephone or in person to all planning enquiries and advise appropriately.
- To ensure clients are appropriately informed during all stages of matters.
- Prepare and submit planning applications and all types of planning appeals.
- To undertake site inspections (accompanied and unaccompanied) as required in relation to specific town planning tasks performed.
- Prepare client care correspondence.
- Able to draft, with supervision, documents.
- Diarise and manage key dates.
- Maintain 100% time recording.
- Prepare marketing and social media materials and to assist in the management and updating of website
- To utilise the Firm's case management system to prepare, revise and format documents and correspondence.
- Transcription of correspondence from digital dictation (if necessary).

- To ensure that outstanding client care is given at all times and to maintain a highly professional approach.
- Deal accurately with filing, storage and retrieval of client files in line with the Firm's filing system procedures.
- Set up new files accurately and speedily on instructions from fee earners (both electronically and hard copy).
- Closure of files according to the firm's procedures.
- To exercise your initiative and be proactive in the business development of the Firm generally.
- To ensure the confidentiality and security of all practice and client's documentation and/or information.
- To manage all files methodically and efficiently and in accordance with the Firm's procedures, Solicitors Account Rules, Anti Money Laundering procedures and the LEXCEL quality mark requirements.
- To comply with the Firm's various policies and procedures as laid out in the Employee Handbook.
- To create and maintain professional relationships with supervisors and other members of staff.
- To undertake such other duties, training and/or hours of work commensurate with the role.

Skills and Experience

The ideal candidate will have experience of working within a planning environment and/or be studying towards a town planning qualification.

You should be able to work effectively with other team members, and be able to work unsupervised. Integrity with excellent attention to detail and strong written and oral communication skills are essential. The ideal candidate must be able to build good working relationships with clients, showing empathy and understanding of their needs to provide a service of outstanding quality.

In addition, this role requires a positive outlook and a motivated and passionate individual, who is able to deal with competing priorities and meet deadlines.

Knowledge of case management systems and Microsoft Office software skills are essential. They should also have organisational intelligence and communication skills, and be able to work on their own initiative and pre-empt problems and identify solutions. The ideal candidate will be ambitious and professional and recognise the relevance of their role and responsibilities and its impact on our clients as well as their own future career.

Key Competencies

Accuracy and knowledge of MS Office is essential. Speed of turnaround and excellent communication skills are key. The ideal candidate needs to be able to show initiative and be self-sufficient, as well as a team player. He or she needs to have a can-do work ethic and be adaptable. Time management and ability to prioritise are essential as will be a practical and intuitive understanding of casework and client care.

You will also be required to undertake other tasks as directed to ensure the work of the department or firm as a whole is carried out.

The above will change/be amended as your knowledge and experience within the firm grows.

Person Specification

	Essential	Desirable
Qualifications	A recognised town planning qualification or studying towards	
Skills	<p>Excellent oral and written communication skills</p> <p>Ability to deliver a strongly client-focussed service, giving timely practical legal support</p> <p>Ability to prioritise own workload minimal daily supervision</p> <p>Ability to organise fee earners' files to ensure efficient delivery of service</p> <p>Take administrative lead on the management of fee earners' files and ensure all bills are delivered and followed up in an efficient manner</p> <p>A team player who can demonstrate initiative as well as support colleagues</p> <p>Computer literate in windows using Outlook, word processing and PowerPoint</p> <p>Ability to work under pressure.</p>	<p>Experience of writing articles aimed at clients and/or for PR opportunities</p> <p>Working knowledge of a case management system</p> <p>You will have prior experience of handling a wide range of matters</p> <p>Experience of drafting documents using clean wording</p> <p>Experience of research and writing precis of research findings</p>
Knowledge / Experience	Working in a town planning environment	
Personal Attributes	<p>Excellent organisational skills</p> <p>Use own initiative</p> <p>Able to meet deadlines and work under pressure</p>	