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# Example of Town Planner Job Description

Our growing company is hiring for a town planner. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for town planner

* Preparation of integrated planning proposals
* Coordination and preparation of development applications
* Provision of planning advice to key stakeholders
* Mentoring and supervising Planners and Graduate Planners
* Identifying and creating business development opportunities
* Actively participating in continuing professional development activities
* Day to day running of a range of planning projects under direction of a Director
* Responsible for managing the preparation and submission of consent applications through to successful approval
* Engagement with local planning authorities, statutory and non-statutory environmental bodies and other stakeholders
* Achieving, monitoring and reporting on financial and programme performance

## Qualifications for town planner

* Proficiency in AutoCAD, SketchUp, Excel, and Adobe Creative Suite software packages is a must
* Excellent coordination skills and the ability to manage multiple deadlines in a fast-paced environment
* Strong conceptual ability highly regarded
* Welcome fresh graduates to apply
* Ability to find creative, innovative and effective solutions to business opportunities and problems
* Developing others’ skills and nurturing their careers