



Example of Planning Consultant Job Description

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Our growing company is looking to fill the role of planning consultant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for planning consultant

- Planning studies and strategic advice
- Provide consistently high professional advice on planning matters to clients, members of the public, Councillors and others as necessary
- Negotiate with applicants and agents in order to obtain high quality outcomes within given time constraints set out in our contractual arrangements with our core client and a range of external clients
- Provide concise, accurate, justified and timely reports and recommendations on mainly minor and small major planning applications and pre application discussions applying current legislation and policy changes as appropriate
- Strong at working with executive egos
- Provide and maintain correspondence through email, office communicator, verbal communication for forecasting, scheduling, reports/data requests, employee time off maintenance (approved PTO and unapproved absences/FMLA)
- Evaluating strategic opportunities
- Creating analytics for strategic planning processes including evaluating environmental trends, assessing core capabilities, competitor profiling, and completing gap analyses
- Serves as lead for the team, may allocate work
- Candidate must be able to provide professional support by maintaining high standards of courtesy, listening skills, rapport building skills, client expectation management and handling difficult situations

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- Some previous experience of leading technical workstreams or managing projects with a large technical component
 - Undergraduate degree required, preferably in Urban Geography, Urban Planning or Economics
 - Computer proficiency in MS Office (Outlook, Word and PowerPoint) and very strong skills in Excel
 - Masters in Health Administration, Business Administration, Public Policy
 - Project Management experience required- ability to manage multiple projects
 - Strong relationship building skills and ability to consult with management and medical leadership