April 2016

Our Ref: Recruitment/May/2017

Dear Applicant

# SENIOR CHARTERED PLANNER AND SENIOR EIA CONSULTANT POSITIONS

Thank you for your interest in the above post. This letter encloses the following:

* Information about the post
* Application form

If you are interested in applying, please would you send the following:

* Completed application form
* Curriculum vitae

Following review of the applications, a short list of candidates will be contacted for interview. We will let you know if you have been called to interview and also will notify all unsuccessful applicants.

If you would like to discuss one of the positions before applying, please do not hesitate to contact the office and ask to speak to Joanne Boothroyd (Tel: 01925 844048) or David Walton (Tel: 01925 844033).

Please submit your application by post or by email to [recruitment@tep.uk.com](mailto:recruitment@tep.uk.com). The closing date is 5pm on Monday 26th May 2017.

I look forward to hearing from you.

Yours sincerely

Joanne Boothroyd

Associate Director

TEP

Senior Chartered Planner and Senior EIA Consultant Positions

**The Opportunity**

TEP is seeking to recruit senior consultants to its environmental planning team to work on planning and EIA projects. This is an exciting consultancy opportunity which offers a chance to work on extremely stimulating and challenging projects to develop your career and expertise in a supportive multidisciplinary practice.

**About TEP**

TEP is an award-winning multi-disciplinary environmental consultancy employing environmental and town planners, EIA specialists, landscape architects and urban designers, landscape managers, ecologists, heritage specialists and urban foresters and other professionals working on a wide-ranging portfolio.

TEP is run by 3 Directors and employs around 130 professional and technical staff. Our head office is in Warrington, with a further three offices in Market Harborough, Gateshead and London. We are all passionate about creating quality places for the benefit of people, nature and business.

Our client base is very diverse and includes National Grid, house builders, United Utilities, energy generation and infrastructure firms, Forestry Commission, many Local Authorities, National Trust, and a number of Community Forests. Our work takes us across the British Isles. Please look at our website [www.tep.uk.com](http://www.tep.uk.com/) to see the type of projects we undertake.

Our planning portfolio includes commercial and leisure development; new housing and mixed use developments; and expansion of the national grid of electricity lines for connections of new wind farms and other power stations. TEP undertakes Environmental Impact Assessment for large projects and co-ordinated the production of the Environmental Statement for one of the largest Nationally Significant Infrastructure Projects which has been granted consent under the Planning Act 2008. Advising on the most appropriate way to address key issues is an important part of our work. It also is important to consult, engage and communicate on potential environmental effects to a wide range of stakeholders.

Environmental assessment is an important part of our work, often under the relevant Regulations but also as part of the process of helping our clients select sites and routes for projects and refine and enhance their designs. Our Environmental Statements and assessment reports support applications for development. We are often engaged to discharge planning conditions prior to and during construction of projects.

TEP’s particular specialisms in EIA are for effects on landscape, views, ecology, historic environment, trees, noise and air quality. We have an excellent network of co-consultants which support other aspects of EIA as these are required for projects. Often we are appointed as lead consultant responsible for overall EIA co-ordination in addition to specialist inputs.

We provide planning consultancy services to a range of clients for a range of development types. We deliver planning support to several local authorities under a national consultancy where we provide planning and masterplanning services for the development of land which is surplus to their requirements for housing, employment or mixed use development.

For local planning authorities we undertake a range of assessments and studies to assist in deriving criteria-based policy for conservation, enhancement and restoration of environments. Clear communication and good presentation of results are required. Our input may become important parts of Local Development Documents and our work may lead to presentation of our assessments as evidence at public inquiry.

**The Role and Requirements**

We are looking for candidates who have demonstrable experience in leading and co-ordinating planning projects and/or environmental impact assessments including the production of Environmental Statements and other reports or assessments.

We are looking for good knowledge of the town and country planning system and demonstration of a keen interest in all aspects of environmental assessment, preferably with a specialism in at least one environmental aspect or an area of planning. You should have a good appreciation of relevant aspects of town planning and/or environmental assessment skills in analysis, report-writing, problem-solving, communication and stakeholder consultation.

Whilst individuals with both planning and EIA skills would be particularly suited to the type of work we carry out we are also interested in individuals with specific skills in planning or EIA.

You will be able to manage teams of consultants (in-house directly employed by TEP and other co-consultants) to produce consistent, well-written, concise and clearly illustrated reports. You will have skills in editing and reviewing documents.

The role requires management of projects, ensuring high quality work is delivered. An important part of the role is managing projects for clients, reporting clearly and developing strong relationships where you are the day-to-day contact trusted to deliver high quality documents on programme and within budgets.

You will be asked to help mentor and develop junior staff on projects. You will be well-supported by colleagues and encouraged to innovate where appropriate to enhance our delivery to clients.

The successful candidate will be based in our Warrington office as part of the Environmental Planning team but will be expected to travel from time to time, including staying overnight at different locations, to meet the requirements of projects.

**Person Specification**

**Essential:**

* Bachelor’s degree or higher in relevant subject
* Upwards of 5 years’ post-graduate experience
* Membership of relevant professional organisation
* Proven track record in the delivery of planning applications including the preparation of Planning Statements, Design and Access Statements and other documentation and setting out and negotiating on draft conditions with authorities and discharging conditions post consent and/or a proven track record in the delivery of EIAs and similar assessments
* Excellent analysis and problem-solving skills
* Excellent communication skills and confident in presentation to produce clear, concise well written reports
* Good verbal communication skills
* Ability to prioritise and manage workload
* Ability to work and manage others to meet deadlines and deliver projects within budget
* Client and stakeholder liaison skills
* Self-motivated
* Attention to detail
* Uphold high standards and good judgement
* Able to work independently and work well with others as part of a team
* Computer literacy in MS Office, Excel, Word and Outlook
* Full driving licence

**Desirable:**

* Specialism in an area of planning or EIA
* Experience in securing work and promoting services to new clients.
* Experience in housing development
* Experience in infrastructure development

**Equal Opportunities**

TEP is an equal opportunities employer and is positive about disabled people. We will guarantee an interview for all disabled candidates meeting the eligibility criteria.

**Remuneration**

Salary will be negotiable based on experience and qualifications.

**To Apply**

Please send your completed application form and CV to **recruitment@tep.uk.com**.

Please note that we are only able to consider candidates already eligible to work in the UK

**Closing Date**

Closing date for receipt of applications is **5pm Friday 26th May 2017**

|  |
| --- |
| **1. Personal Details** |

|  |  |
| --- | --- |
| **Name** |  |
| **Address for correspondence**  **(inc postcode)** |  |
| **Telephone Number** |  |
| **Email address** |  |
|
| **National Insurance No.** |  |

|  |
| --- |
| **2. The Post** |

|  |  |
| --- | --- |
| **Post applied for:** |  |
| **How did you hear about the post?** |  |
| **In 300 words, tell us about your career to date, your skills and the special attributes you can bring to TEP.** | |
| *You can provide your answer here, or use a separate sheet. Don’t worry if the text spills over into a separate page.* | |

|  |
| --- |
| **4. Education and Referees – either fill in details below or refer to your CV** (we will verify the authenticity of any qualifications stated on this form) |

|  |  |
| --- | --- |
| **College or University attended**  **(State Dates)** | **Degree, diplomas etc. obtained**  **(State grades)** |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Please give details of membership of any professional institutions or societies (and membership number, if known) relevant to the position applied for** |  | |
| **Please provide a name and contact details for two referees who can comment on your professional skills and work experience. One should normally be your present or most recent employer.**  **We will not contact your referees without your permission** | **Referee 1** | **Referee 2** |

|  |
| --- |
| **5. Present or Last Employment** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Please provide the name, address & telephone number of Company; and a contact name – we will only contact your employer with your permission** | | | | **Position held** | **Reason for leaving or wishing to leave** | **Current or Last Salary and pension/benefits package (MUST BE COMPLETED)** |
| Contact name  Tel:  Email: | | | |  |  |  |
| **Dates employed:** | **From**  **Month/**  **Year** |  | **To**  **Month/**  **Year** |  |  |  |

|  |
| --- |
| **6. Previous Employment –** if present or last employment was under 3 years please provide employment details to cover this period. If unemployed, please state period of unemployment. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and address of Company** | **Dates employed** | | **Position held** | | **Reason for leaving** |
|  | **From**  **Month/**  **Year** | **To**  **Month/**  **Year** |
|  |  |  |  |  | |
|  |  |  |  |  | |

|  |
| --- |
| **7. Other Information** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Do you hold a full valid UK driving licence, with 8 or fewer penalty points?** | **Yes** |  | **No** |  | **Comment:** |
| **Are you eligible to work in the UK?** | **Yes** |  | **No** |  | **Comment:** |
| **Have you undergone a DBS check\* (Basic Disclosure) in the last 12 months?** | **Yes** |  | **No** |  |  |
| If Yes, please give date: |  | | | | |
| **Have you undergone a screening test for Drugs & Alcohol\* in the last 12 months?** | **Yes** |  | **No** |  |  |
| If Yes, please give date: |  | | | | |

|  |
| --- |
| **\* Due to client requirements, if successful in your application you will be required to complete a DBS (Basic Disclosure) check and undertake a drugs & alcohol screening test as a condition of employment. If you have this information already, you will need to provide copies of the results to be held in your personnel file.** |

|  |
| --- |
| **Equal Opportunities –** TEP is an Investor in People. We operate an Equal Opportunities Policy and seek to ensure opportunities for everyone to work safely and maximise their abilities. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Do you consider yourself to have a disability or long-term health condition?** | **Yes** |  | **No** |  |  |
| **Could we make any special provisions to assist during interview or in your work if successful?** | **Yes** |  | **No** |  | **Details:** |

**I confirm that the information I have provided is true and complete to the best of my knowledge.**

|  |  |
| --- | --- |
| **SIGNED:** |  |

|  |  |
| --- | --- |
| **NAME:** |  |

|  |  |
| --- | --- |
| **DATE:** |  |

Please send the completed form together with a recent copy of your CV marked ‘Private & Confidential’ – to Mags Chriscoli, TEP, Genesis Centre, Birchwood Science Park, Warrington, Cheshire, WA3 7BH or email a copy of the completed form to [recruitment@tep.uk.com](mailto:recruitment@tep.uk.com)