

Planning and Development Assistant

We are looking for an exceptional candidate who shares our passion for new build property development and who is seeking to build a career in an award-winning business. A healthy land bank and strong relationships with Local Authorities and clients alike, has allowed us to rapidly expand in recent years and therefore an opportunity has arisen to work within the development team at Highwood.

In this role you will support the team on new land acquisitions, planning applications, research, dealing within ongoing client matters and represent Highwood when necessary.

The role will cover all aspects of development from grass roots to handover with daily functions to include a range of activities to include:

- Viability/Feasibility Studies
- Site Assessments/Visits
- Local Plan/Planning Policy monitoring
- Preparing various documents to support site submissions
- Preparation of various PR material
- Bid Submissions
- Consultant Appointments and on-going co-ordination of design teams
- Assist in the Managing of Budgets and project material
- Attending Meetings
- Assisting in the preparation of planning applications
- General administration

The Person

We are looking for candidates who are enthusiastic, willing to learn and who have a genuine interest in Development. Commercial experience or work experience/placement are preferred and a good standard of written, verbal and graphical communication skills is essential.

Candidates require excellent analytical, numerical, presentational and interpersonal skills and should be willing to take responsibility, build strong client relationships and demonstrate a real enthusiasm for the role. We expect candidates to be willing to learn as well as being able to share their experiences and knowledge confidentially and influence their peers and senior team.

Qualifications

We would expect candidates to have a good degree, preferably in one of the following disciplines or similar -
Town Planning
Building Surveying
Quantity Surveying
Property Development
Estate Management
Law
Business Studies

However, we would be prepared to consider applicants without a degree with at least two years of directly relevant experience.

Who we are

For over 30 years here at Highwood we have delivered an extensive portfolio of distinctive and responsible housing projects that are underpinned by sustainable development. Our founding directors each have their own area of specialist expertise, including land acquisition, planning and the delivery of large-scale sites. All are still actively involved in our day-to-day operations.

From residential estates and inner-city regeneration to exclusive developments and luxury care homes, Highwood continues to break new ground in property.

Our operational reach extends across the south coast of England and up to the M4.

What we offer

We recognise how important your career is and will therefore support you in fully-funding your APC and assisting you in gaining your RICS or RTPI accreditation. We encourage everyone to develop themselves and offer mentoring and networking opportunities too.

In return for your hard work we offer a competitive salary, 4% pension contributions (with employee contribution of 4%), flexible working hours and 26 days holiday plus bank holidays.

Our head office environment is warm and welcoming and provides ample parking and is easily accessible from the M3 and M27.

What you should know about this job

- Location – our Romsey head office. Though scope to partially work from home
- Some travel required, full driving license and access to a car
- Full and part time applications considered
- Permanent position
- Reports to – Planning Director
- Direct Reports – 0

If you are interested, please email HR Manager Jessica Watts-Forte with your CV to j.watts-forte@highwoodgroup.co.uk