

JOB DESCRIPTION

JOB TITLE: Principal Application Officer

STATUS: Full Time 9am – 5pm Mon-Friday, Min 3 days in the office.

TEAM: Scheme of Management

REPORTS TO: Scheme of Management Administrator

JOB FUNCTION:

To provide expert professional advice and assist the Managers in the application, determination and the administration of the Scheme of Management to fulfil its objective: to preserve the amenities of the Dulwich Estate for the common benefit.

HOURS:

9am–5pm, Monday to Friday, with one hour for lunch, minimum of 3 days required to be in the office, 2 days working from home if desired.

MAIN RESPONSIBILITIES:

To manage applications for consent for works to freehold properties to include:

- Review incoming applications, assessing acceptability against design guidelines, determine consultees and application fee.
- Liaise with consultees in order to respond to their general enquiries and ensure they understand the proposals.
- Liaise with applicants in order to explain and negotiate changes that may be necessary to submitted design in order to bring proposals back in line with guidelines or lessen impact on amenity (light and privacy etc).
- Inspect properties and make photographic records (affected third party properties to be inspected also as applicable).
- Produce reports with recommendations to the Managers for either approval, approval in principle (with conditions or revisions) or refusal (with guidance on how to amend proposal).
- Attendance at monthly Committee meetings of the Managers. You will be required to present your report/recommendations and drawings to the Committee.
- Assist with drafting, review and updating policy guidelines.

- Liaise with the Scheme of Management Administrator and Assistants and input into queries as they arise.

QUALIFICATION, EXPERIENCE REQUIRED:

- Degree in Town and Country Planning/RTPI Registered
- A minimum of five years relevant experience in planning, managing a caseload of residential development applications.
- Excellent oral and written presentation skills.
- Computer literate.
- Excellent customer care skills.
- A related property design, construction or conservation qualification is desirable.
- Organised and self-motivated with an ability to work on own initiative.
- A good team member.
- A current driving licence.

OTHER INFORMATION:

Must be mobile and provide their own transport in order to carry out the necessary site visits.

The above description is not necessarily a finite one and does not prevent the person appointed being requested to undertake work outside the job description from time to time.