

Planning Assistant

Role

Geothermal Engineering Ltd (GEL) is a small but growing team pioneering geothermal power development in the UK. We are looking for a full-time, permanent Planning Assistant to support the Business Development and Operations teams in identifying new sites and preparing documentation for planning applications. The ideal candidate will be hardworking, have experience of the UK planning process, excellent written communication skills, and a passion for renewable energy. The role will be based at our office near Redruth, Cornwall.

Responsibilities

The successful candidate will perform a variety of duties, working closely with the Business Development Manager, Project Manager and other members of the GEL team to ensure all planning and permitting requirements are met for our development sites. Responsibilities may include, but not be limited to:

- Assisting in identifying and scoping sites across the Southwest for suitability for deep geothermal energy generation.
- Liaising with environmental and engineering consultants on planning and permitting requirements.
- Working with the drilling and engineering leads at GEL to draw up site designs using GIS.
- Preparing and coordinating planning documentation for all stages of the planning process. This will include but not be limited to pre-planning advice applications, site management plans, development overviews, equipment plans and elevations, preliminary environmental risk assessments and site surveys.
- Liaising with the Local Planning Authority, Environment Agency, local utilities and other statutory consultees regarding active or proposed planning applications.
- Working with the community engagement team to coordinate and undertake pre-planning consultation events.
- Assisting with applications for new grid connections.
- Compiling documentation and plans to meet planning conditions after planning permission has been obtained.
- Assist with other areas of the business, as required.

Requirements

- Experience of working with local planning authorities and planning consultants to produce a variety of documentation for every stage of the planning process.
- Excellent written and verbal communication skills.
- Experience of CAD, ArcGIS, Google Earth or similar programmes would be an advantage.
- Hardworking ethos and a passion for geothermal energy and the renewable sector. Prior knowledge and experience of renewable energy would be an advantage.
- Full, clean UK driving licence.

Location: The role will primarily be based at the GEL office on the United Downs Industrial Estate near Redruth, Cornwall.

Hours: 37.5-hour week with flexible working opportunities

Salary: £20-28K subject to experience, plus benefits.

Annual leave: 22 days plus bank holidays and annual increase up to 26 days.

Research shows that those in underrepresented groups tend to only apply if they tick every box. We're not about box ticking, so if you think you have what it takes but don't think you meet everything stated above, please still get in touch!