



Planning Adviser

[Homes for Scotland](#) (HFS) represents the country's home building sector. Together, our members deliver the majority of new homes of all tenures.

We are passionate in the pursuit of our objective of helping members to deliver more homes to meet the needs and aspirations of all those living in Scotland. At a time of a national housing emergency and 13 local emergencies, this has never been more important.

We are seeking a like-minded individual to join our small, dynamic team to help us positively influence the planning system for the benefit of our members and everyone in need of a new home.

Job Description

The post holder will operate within the context of our strategy, values and operating procedures, as directed by the Senior Management Team and Board. Working as part of the HFS Planning Team you will carry out the following key duties and responsibilities:

- Work on behalf of HFS and its members on local and regional planning matters across Scotland
- Build and maintain ongoing dialogue with local authority planning services to influence/engage with policy and practice
- Review and prepare responses to emerging new style Local Development Plans providing advice to our members
- Engage and work collaboratively with local authorities on their housing land audits, feeding in insights from home builder members
- Engage and influence key stakeholders during the formation of Local Housing Strategies and Housing Need and Demand Assessments

Wider responsibilities:

- Programme / manage local and regional casework
- Assist with mentoring the planning graduate
- Lead on / contribute to internal and external working groups as appropriate
- Support the Director of Planning on national planning matters as required
- Support the Director of Planning with external and internal stakeholder events including seminars, round table discussions, conferences etc.

PERSON SPECIFICATION

Essential

- A passion for ensuring the planning system is fit for purpose to deliver the homes of all tenures that Scotland needs
- Post–qualification planning experience in any relevant fields (for example home building, local authority, planning consultancy)
- IT skills, including Microsoft Office (e.g. Word, Excel, Teams and PowerPoint)
- Interpersonal skills plus ability to work on own initiative
- Driving Licence holder with access to a car for business travel and willingness to attend occasional meetings outwith the central belt e.g. Aberdeen, Inverness.
- Energy and enthusiasm
- Excellent written and oral communication skills
- Strong organisational skills
- Skilled relationship builder and collaborative worker
- Experience in writing minutes, briefings and reports

Desirable

- Degree/Diploma in planning related topic
- Chartered Member of the Royal Town Planning Institute or equivalent e.g. RICS

Salary and benefits

This full-time position includes a competitive salary dependent upon experience, with employer's pension contributions, private life cover, health cash plan, health insurance and cycle to work schemes also offered. We operate a hybrid working policy, but would expect the successful candidate to work from the office at least 3 days per week.

To Apply

Please submit a covering letter and CV (each no longer than 2 sides of A4) to Director of Planning Kevin Murphy (k.murphy@homesforscotland.com) along with salary expectations.

Your covering letter should clearly demonstrate how you meet the person specification.

Closing date 15 August 2025. Interviews week beginning 8 September 2025.