



## DSE Expert Panel

### Recruitment

#### Winter 2018-19

DSE is seeking new members for its expert panel. Expert panel members sit on our design review panels and also help us with design workshops, design advice and training.

#### About DSE

DSE is a charity that helps create great buildings, spaces and places. We started over 20 years ago as a small architecture centre in North Kent and have evolved into the longest-established and fastest-growing design advisory organisation in the country. We have achieved this by providing timely, affordable and relevant design advice and support to local authorities, design teams, developers and communities.

Our main design review service operates throughout London, the South East and the East of England. We work regularly with around 30 local authorities. In addition, we run local design review panels in seven local authority areas including Ashford, Guildford, Brighton & Hove, Kingston and Sutton. We provide informal design advice to local authorities and deliver training for officers and elected members. *Kent Design*, which we manage for the Kent Planning Officers Group, is a model shared CPD programme for the public and private sectors.

#### Our expert panel

Our expert panel consists of leading practitioners in all the built environment disciplines: architects, landscape architects, urban designers, planners, engineers, transport planners, sustainability experts. We like to have a mix of highly experienced professionals and emerging talent.

There are over 170 members on our expert panel. Every two years we refresh the panel, recruiting new members and asking some existing ones to stand down.

We are now undertaking a specific recruitment to strengthen our panel in certain disciplines:

- Landscape Architecture (particularly including sustainable drainage),
- Sustainably technologies for energy and water efficiency in both higher and lower density schemes,
- Urban design, transport planning and planning consultancy, in the context of large scale, low density schemes (experience of working with volume housebuilders would be particularly valuable),
- Conservation architecture and heritage townscapes.

**Please do not apply if you do not have experience and expertise in these areas.**



## What our panel members do

### Design review

The main role we ask our expert panel members to undertake is to take part in design review panels. We typically schedule panels for a four-month period. We will ask you what days you are available and send you back a list of panel dates which we ask you to keep free. If these panel dates are not taken up by clients we will contact you a week or two before the date to let you know. We may also contact you regarding additional panel dates which we have to schedule at short notice.

A few days before a design review we will send you via Dropbox the plans, drawings and other documents relating to the scheme. You should look at these before the meeting and consider what questions you may have about the scheme and what issues you may want to raise.

DSE design reviews can take place anywhere in the area we cover: from Norfolk to Hampshire, Oxfordshire to Kent.

A typical design review of one scheme takes half a day and will include a site visit, a briefing from the local authority, a presentation from the scheme promoter and time for discussion and feedback. Some larger schemes take more than half a day and sometimes we get to review more than one scheme in a day. Sometimes we undertake follow-up reviews where a smaller panel can meet with the promoters and local authority for around two hours.

After the design review meeting the design advisor who was present will draft a report. This will be circulated to you to check that it is accurate and comprehensive. The report sets out the panel's expert opinion and advice. It is not minutes of the meeting.

Approximately half of the schemes we review are for higher density town or city centre developments typically with a mix of uses. About a quarter are lower density housing schemes, typically on the edge of settlements. We also review a large number of single private houses that are seeking planning permission under paragraph 79 of the National Planning Policy Framework.

### Workshops and Charrettes

For schemes at a very early stage we often take a more hands-on approach to design review, sketching ideas on plans and maps. DSE is also frequently commissioned to facilitate *charrettes*, bringing together a range of stakeholders, to discuss the future of a site, neighbourhood, town or city. We will normally ask our expert panel members to help us with these events.

### Design surgeries and other advice

Expert panel members may also be asked to help us provide informal advice to local authorities on schemes which are too small to come to a design review. This usually involves one panel member and one of the DSE design advisers.

### Training

If you have expertise in a particular field we may ask you to present at a training event. These are usually for local authorities and can cover the basics of urban design or specialist topics like design in historic environments, car parking or sustainable urban drainage.



## Terms and conditions

### Remuneration

We pay panel members an honorarium for attending design reviews. Equivalent sums will be paid for design advice, workshops and training. The rates are as follows:

Half-day reviews £300

Full-day reviews £400

Follow-up reviews £200

Reasonable travel expenses will also be paid

### Term

2 years (renewable)

### Time commitment

We ask panel members to commit a minimum of 4 days per year to design review or other activities for DSE. Some panel members volunteer to do more.

### Relationship to your company/organisation

While we are very grateful that employers release their staff to attend design review and other panel duties, it is important to note that DSE expert panel members are appointed as individuals rather than representatives of their company, organisation or other interests.



## The recruitment process

### Selection criteria

Successful applicants will demonstrate the following essential criteria:

- A commitment to improving the quality of buildings, streets and places.
- An understanding of the environmental, planning and economic context in England, particularly London and the South East.
- A qualification in one of the built environment professions and experience in practice. (We typically look for at least 10 years' experience but can be flexible where applicants are rising stars within their professions.)
- An understanding and appreciation of the roles played by other professions and players in the built environment including councillors and community leaders.
- A proven track record of influencing better buildings and spaces and/or advocating for good design.
- An ability to critically appraise development proposals in a positive and constructive manner.
- An ability to communicate complex design observations to a range of audiences both lay and professional.

### Selection

Recruitment of the Panel will be carried out through an open, objective process. Applications will be assessed by DSE management supported by an independent evaluator.

We are not seeking to recruit a particular number of expert panel members.

The application form will ask you whether you want to join some of our local panels but membership of these will be by agreement with our local authority partners.

### How to apply

1. Complete the online application form by following [this link](#) or pasting this address into your browser: <https://www.surveymonkey.co.uk/r/DSEpanel1218>  
*Note that there are two questions requiring longer answers: one that asks you for up to 250 words about your experience and another that asks for a statement of up to 500 words about why you want to join the panel and the contribution you think you can make. You may find it helpful to prepare these answers in advance and paste them into the form.*
2. Email your CV (no more than 4 pages) to [david@designsoutheast.org](mailto:david@designsoutheast.org)

**Do not** send any other information such as portfolios or testimonials.

The deadline for applications is 12.00 noon on Monday 14<sup>th</sup> January

If having thoroughly read this pack you have further questions please contact David Tittle, Head of Design Advice; [david@designsoutheast.org](mailto:david@designsoutheast.org)

As this recruitment is taking place over the holiday period, if you would like to discuss this opportunity on the telephone, please send David an email and indicate when you would like to be called back.

We expect to make decisions by the middle of January.