

Design Advisors

About DSE

DSE is an independent charity working to improve the quality of design in the built environment. We started over 20 years ago as an architecture centre for North Kent and we are now the fastest-growing design advisory organisation in the country, working with planning authorities, design professionals, land owners, developers and local communities. We work in London, the South East and the East of England. Supported by a multi-disciplinary design panel, we aim to offer the highest quality of independent design support to local authorities, the development sector and communities. Our work encompasses the full range of development and place-making projects from complex, high density mixed-use schemes, to public buildings and single private houses.

More information on us can be found at designsoutheast.org

Our services include:

Design review

Design review represents the biggest part of our work. Our main design review panel reviews new developments throughout London, the South East and the East of England. We see all types of schemes including complex high-density mixed-use urban developments, lower density urban extensions, new settlements and single private houses. Our design reviews can also cover some unusual buildings like lifeboat stations, war memorials and football stadiums. We also manage a number of local panels including panels for Brighton and Hove and the London boroughs of Kingston and Sutton.

Design support

Design support describes the other types of advice and support we provide. This includes one-to-one advice on smaller schemes and policy for local authorities, managing architectural competitions, developing design guides, assessing housing schemes against the Building for Life 12 criteria and running a specialist assessment panel for the Black Country Garden City.

Training and networking

Kent Design is a unique programme of CPD and networking events which we manage on behalf of the Kent Planning Officers group. Through Kent Design we offer an extensive programme of masterclasses, conferences, round tables, study tours and networking events. We are also commissioned by local authorities throughout London and the South East to provide in-house training in design-related issues for elected members and officers.

Workshops and charrettes

An important part of our work is facilitating events that bring together stakeholders and communities to jointly plan the future of a site, district, town or city. These are hands-on events which use interactive exercises, mapping and sketching to analyse places and build a consensus about how they could be improved. Charrettes and workshops will

result in a report which might inform planning policy, community action plans or the beginnings of a neighbourhood plan.

You will be working with our small, friendly and dynamic staff team of nine. The team is supported by our multidisciplinary panel of around 180 experts.

We are an independent charitable organisation, our trustees are drawn from the public and private sector and the chair of our board is Adrian Penfold, Director of Planning at British Land.

About the roles

We are looking for two full-time Design Advisors to join the DSE team. The purpose of these roles is to help us deliver all the services listed above. Your workload will be varied. No two days will be the same and you will engage with some of the most exciting, intriguing and challenging projects in the country. You will be helping us improve the quality of the built environment by:

- Managing design review meetings, working alongside our chairs and expert panel, interpreting their recommendations and drafting reports.
- Providing design advice, managing small assignments and participating in assessment panels.
- Assisting with the development and delivery of our design training programmes and networking events including presenting and facilitating where appropriate.
- Planning, managing and facilitating design workshops and charrettes.
- Participating in the DSE team, helping to co-ordinate and develop the work and our relationships throughout the areas we work in.

You will be part of a team of six Design Advisors. Both posts will report to the Head of Design Advice and will be supported by our Office Manager and Communications and Events Co-ordinator.

The two roles are as follows:

Design Advisor A

We are looking for an enthusiastic built environment professional with at least 1 years' experience (pre- and post-qualification) in a discipline such as urban design, landscape architecture, planning or architecture. This post is aimed at someone at an early stage in their career.

Although we may ask you to work anywhere in the South East, this post will be particularly focussed on delivering our work in Surrey assisting the existing Design Advisor responsible for our work in that county. This will include helping to develop a Design Surrey programme of CPD and networking events.

In time we expect the person appointed to develop their skills and knowledge and take on direct responsibility for developing relationships with local authorities.

Design Advisor B

This post is for a more experienced person with at least 2 years' experience (pre- and post-qualification) in a discipline such as urban design, landscape architecture, planning or architecture. We would particularly welcome applications from people with experience of working on lower-density housing schemes such as urban extensions or garden settlements.

In addition to the responsibilities listed above we would expect this person to play a stronger role in providing direct design advice to clients and directly manage certain areas of work.

Depending on the strengths and experience of the successful candidate this might include:

- managing a particular large project
- taking responsibility for developing relationships with local authorities in a particular geographic area
- taking on an organisation-wide responsibility (for example for training and events)

About you

You will be committed to helping to influence the quality of our built environment. You will be driven and highly motivated and have the aptitude, knowledge and skills to directly contribute to the delivery of our services.

The following skills and experience are essential:

- A demonstrable commitment to raising the quality of our built environment
- A keen interest in, and knowledge of, current issues in the built environment.
- Awareness of the principles of good urban design
- A built environment education to minimum honours degree level or equivalent and/or a built environment professional qualification
- A minimum period of professional experience in the public or private sector as detailed above
- Ability to work autonomously and as part of a small team
- Strong written communication skills including report writing
- Strong verbal communication skills

We welcome applicants from all professional backgrounds and will assess all applications on their merit.



Location

The jobs are open to people living in a wide range of locations. We have workspace in London and Chatham, Kent, and we try to work together at least once a week and have a full day of team briefings and discussions at least once a month. For the rest of the week when you are not travelling around the south east to deliver our services, you can work from either of those locations or, by arrangement, from home. A willingness to travel is essential. Occasional weekend and evening work may be required.

Terms

- Terms:** These are a full-time posts but we are open to applicants seeking a part-time role. The post will be subject to a six-month probationary period.
- Reporting to:** Head of Design Advice
- Salary:** Design Advisor A: circa £31,000 per year
Design Advisor B: circa £35,000 per year
- Leave:** 25 days annual leave (pro-rata if part-time) plus statutory holidays

How to apply

To apply please email a CV (no more than 4 pages of A4) and a supporting statement (no more than 1 page of A4) clearly demonstrating your suitability for the role to:
david@designsoutheast.org

Closing date and time for applications is 9.00am Monday 21st January 2019

Interviews will be scheduled for Thursday 31st January (if you are not for this date please let us know in your application). A verbal and written communication exercise will form part of the interview.

For an informal conversation about the role please contact David Tittle, Head of Design Advice email david@designsoutheast.org or phone on 01634 401166 and request a call back.

Equal Opportunity

DSE is committed to provide equal opportunities for all. Applications are welcomed from all sections of the community. Appointments are made on merit with independent assessments, openness and transparency of process.

Feedback

DSE is a very busy organisation and providing individual feedback to unsuccessful candidates is quite time consuming. While we will do our best to respond to requests for feedback we cannot guarantee to do so.