

## **Now hiring: Design Advisors**

We are currently growing our team of Design Advisors. This is a key role within Design South East, on the front-line of our advice and facilitation services. We have developed three grades of Design Advisor to allow entry at different levels:

Grade 1 - early career (see page 4)

Grade 2 - mid career (see page 6)

Grade 3 - for people with leadership and client management experience (see page 9)

Details of how to apply for all these positions can be found on page 16

## **Why are we hiring?**

We are building a network of support for local authorities, developers and designers across London and the South East of England. Unprecedented housing growth is creating new issues for our cities, towns and villages; densification of traditional centres, urban extensions into the greenbelt, new garden villages. That is where DSE comes in. We provide cost-effective, accessible expertise to bring practical solutions to design challenges. As more and more hard-pressed local authorities get to know how our help can transform the way they deal with design in the planning system, we need to grow our team.

## **Who are we?**

We are an independent charity dedicated to improving the quality of design in the built environment. We have a small staff team of design professionals and project managers. We work in a highly mobile way with two hubs in London and Kent but mainly out in the field, building relationships with local authorities, facilitating advice services and learning events.

We are the fastest-growing design advice 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. We are constantly evolving the ways we advise and support local authorities, developers and designers. We do not compete directly with consultancy firms as we provide a different type of advice; accessible, bite-size, often acting as a 'clients friend' at the early stage of projects.

We work with a network of nearly 200 leading experts from various built environment disciplines who form our expert panel. They are a fascinating group often the top designers and thinkers in their fields. We harness their energy and goodwill and direct it to the knotty problems of growth and place-making that many communities are facing. Our work encompasses the full range of development projects from complex, high density mixed-use schemes, to new settlements, public buildings and single private houses.

More information can be found at [designsoutheast.org](http://designsoutheast.org)

To deal with today's design challenges we offer a range of design services;

### **Design review**

Design review is currently 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, the London boroughs of Kingston and Sutton, and a number of authorities in Kent, Surrey, Berkshire and Essex.

### **Design support**

Design support 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 standard.

### **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.

### **Training and networking**

We are commissioned by local authorities throughout London and the South East to provide in-house training on design-related issues for elected members and officers. These can include brief sessions with councillors before a planning committee, half-day design training events for up to 50 people and study tours to look at exemplary developments.

*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. Kent Design now has a strong private sector membership which means most of our events involve professionals from different sectors and disciplines. Other groups of local authorities are keen to adopt the Kent Design model and we will be rolling out new CPD programmes over then next year.

### **What is the job like?**

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 working at the interface between public and private sectors and helping us improve the quality of the built environment through the practical application of evidence, knowledge and best practice. Sometimes you will be working with other staff team members, sometimes with expert panel members, sometimes on your own. You will be supported by the management and admin teams but will need to act on your own initiative and be self-servicing.



### **Location**

The jobs are open to people living in a wide range of locations. Our Design Advisor team is based in Farringdon and we also have an office in Chatham's fascinating Historic Dockyard in Kent. 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. A lot of your time will be spent travelling around the south east to deliver our services. Occasional weekend and evening work may be required.

## **Design Advisor Grade 1**

### **What is the job?**

You will be responsible for delivering our design advice, support and training services to public and private sector clients throughout the South East. You will report to the Head of Design Advice. You will work closely with our events team and our expert panel members to manage design review panels, design surgeries, workshops and charrettes and to help deliver training and networking events.

### **What will you be doing?**

#### **Design review**

- Liaising with the events team, local authority and applicant to ensure we have sufficient information and panel members are appropriately briefed.
- Attending the design review meeting and working with the chair to ensure it runs smoothly and all relevant issues are covered. Dealing with any logistical issues on the day.
- Drafting the design review report, circulating it to the panel and incorporating comments into a final report.

#### **Design support**

- Managing design surgeries, attending surgeries, providing design advice alongside a panel member, and drafting notes.
- Undertaking research, writing reports and making presentations to deliver major design support contracts.
- Participating in assessment panels for Building for Life 12 and similar initiatives.

#### **Workshops and charrettes**

- Undertaking preparatory research and drafting briefing documents for workshops and charrettes
- Attending workshops and charrettes, assisting with facilitation and keeping a record of discussions and outputs.
- Drafting reports from workshops and charrettes including graphic content.

#### **Training and networking events**

- Assisting with the facilitation of training events including study tours
- Assisting with research to produce training materials
- Where you have particular expertise, developing and delivering training presentations
- When required making notes at training events and helping produce follow-up documents.

#### **Other duties**

- Assisting other design advisors and managers to develop our relationships with local authorities
- Drafting content for DSE communications
- Assisting with internal projects (for example to develop a particular area of our work or improve our systems)

- Attend and contribute to team meetings
- Keeping records of activities in accordance with DSE systems
- Any other reasonable duties required by your manager

### **What we are looking for**

You will be a built environment professional, working in the public or private sector in planning, architecture, urban design, landscape architecture, engineering, but with a desire to see the bigger picture and have a real impact on the future of the places where we live and work. Maybe you want to take a break from your core profession, widen your range of experience and build your knowledge and networks.

Ideally you are used to working on projects that bring together different disciplines and thrive on the occasional uncertainty that comes with being part of a fast-growing organisation. While you will have the support of management and colleagues, we don't have loads of admin staff or a huge IT or HR department; you will need to be self-servicing and ready to solve problems in the field.

You should be highly motivated and happy to work independently on a project or report, or to team up with our expert panel members to deliver advice or training.

You will need to show us you have the following qualities:

- 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
- 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.
- Ability to work autonomously and as part of a small team
- Strong written communication skills including report writing
- Strong verbal communication skills

We will expect you to progress within Design South East, develop your skills and knowledge and take on direct responsibility for developing relationships with local authorities in a particular area.

### **Terms**

This is a full-time, permanent post but we are open to applicants seeking a part-time role. We would also consider secondments from other organisations.

Reporting to: Head of Design Advice

Salary: £28,000-32,000 per year

Leave: 25 days annual leave (pro-rata if part-time) plus statutory holidays  
*(we are currently discussing extending this to 30 days)*

## **Design Advisor Grade 2**

### **What is the job?**

You will be responsible for delivering our design advice, support and training services to public and private sector clients throughout the South East. You will work closely with our events team and our expert panel members to manage design review panels, design surgeries, workshops and charrettes and deliver training and networking events. You will take responsibility for delivering major contracts and projects, key relationship or internal projects to develop the organisation. You will report to the Head of Design Advice.

### **What will you be doing?**

#### **Contract and relationship management**

- Managing the delivery of a small number of contracts, projects or key relationships with local authorities including:
  - Liaising regularly with our key contact at the local authority
  - Looking for, and promoting, opportunities to develop the relationship and find new ways that DSE can help
  - Ensuring that all elements of the contract are delivered to the highest possible quality
  - Ensuring that the record-keeping and reporting requirements of the contact are fulfilled

#### **Design review**

- Liaising with the events team, local authority and applicant to ensure we have sufficient information and panel members are appropriately briefed.
- Attending the design review meeting and working with the chair to ensure it runs smoothly and all relevant issues are covered. Dealing with any logistical issues on the day.
- Drafting the design review report, circulating it to the panel and incorporating comments into a final report.

#### **Design support**

- Managing design surgeries, attending surgeries, providing design advice alongside a panel member, and drafting notes.
- Undertaking research, writing reports and making presentations to deliver major design support contracts.
- Participating in assessment panels for Building for Life 12 and similar initiatives.

#### **Workshops and charrettes**

- Undertaking preparatory research and drafting briefing documents for workshops and charrettes
- Attending workshops and charrettes, facilitating and keeping a record of discussions and outputs.
- Drafting reports from workshops and charrettes including graphic content.

### **Training and networking events**

- Facilitating training events including study tours
- Supporting the training manager with research to produce training materials
- Where you have particular expertise, developing and delivering training presentations
- Helping to produce follow-up documents.

### **Other duties**

- Drafting content for DSE communications
- Managing internal projects (for example to develop a particular area of our work or improve our systems)
- Attending and contributing to team meetings
- Keeping records of activities in accordance with the DSE systems
- Any other reasonable duties required by your manager

### **What we are looking for**

You will be a built environment professional, working in the public or private sector in planning, architecture, urban design, landscape architecture, engineering, but with a desire to see the bigger picture and have a real impact on the future of the places where we live and work. Maybe you want to take a break from your core profession, widen your range of experience and build your knowledge and networks.

Ideally you are used to working on projects that bring together different disciplines and thrive on the occasional uncertainty that comes with being part of a fast-growing organisation. While you will have the support of management and colleagues, we don't have loads of admin staff or a huge IT or HR department; you will need to be self-servicing and ready to solve problems in the field.

You should be highly motivated and happy to work independently on a project or report, or to team up with our expert panel members to deliver advice or training.

You will need to show us you have the following qualities:

- 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
- at least 2 years' experience (pre- and post-qualification) in a discipline such as urban design, landscape architecture, planning or architecture.
- Ability to work autonomously and as part of a small team
- Strong written communication skills including report writing
- Strong verbal communication skills

We will expect you to progress within Design South East, develop your skills and knowledge and take on direct responsibility for managing a wider range of relationships with local authorities.

### **Terms**

This is a full-time, permanent post but we are open to applicants seeking a part-time role. We would also consider secondments from other organisations.

Reporting to: Head of Design Advice

Salary: £34,000-40,000 per year

Leave: 25 days annual leave (pro-rata if part-time) plus statutory holidays  
*(we are currently discussing extending this to 30 days)*

## **Design Advisor Grade 3**

### **What is the job?**

You will be responsible for delivering our design advice, support and training services to public and private sector clients throughout the South East. You will work closely with our events team and our expert panel members to manage design review panels, design surgeries, workshops and charrettes and deliver training and networking events. You will be developing and managing a number of Design South East's existing contracts, work programmes and local authority client relationships. You will work closely and collaboratively with these clients to understand their needs and to maximise the value that we can provide to these organisations through the delivery of design advice, support and training. You will promote the value of Design South East and will be responsible for developing new client relationships and securing new contracts. You will contribute to the development of bids for new work. You will deliver major contracts and projects and internal projects to develop the organisation. You will be part of the Senior Management Team. You will report to the Head of Design Advice.

### **What will you be doing?**

#### **Contract and relationship development and management**

- Managing the delivery of a number of contracts, projects or key relationships with local authorities including:
  - Liaising regularly with our key contact at the local authority
  - Looking for, and promoting, opportunities to develop the relationship and find new ways that DSE can help
  - Ensuring that all elements of the contract are delivered to the highest possible quality
  - Ensuring that the record-keeping and reporting requirements of the contact are fulfilled
  - Working with the Head of Design Advice, ensuring that Design Advisors (Grade 1 & 2) are effectively deployed and supported
- Developing new relationships with local authorities
  - Leading promotional activities to raise awareness of DSE's value
  - Researching local authorities, meeting key officers, understanding their needs and explaining the what DSE can do for them
  - Developing proposals to offer a range of services
  - Preparing bids for tendered contracts

#### **Design review**

- Liaising with the events team, local authority and applicant to ensure we have sufficient information and panel members are appropriately briefed.
- Attending the design review meeting and working with the chair to ensure it runs smoothly and all relevant issues are covered. Dealing with any logistical issues on the day.
- Drafting the design review report, circulating it to the panel and incorporating comments into a final report.

### **Design support**

- Managing design surgeries, attending surgeries, providing design advice alongside a panel member, and drafting notes.
- Undertaking research, writing reports and making presentations to deliver major design support contracts.
- Participating in assessment panels for Building for Life 12 and similar initiatives.

### **Workshops and charrettes**

- Undertaking preparatory research and drafting briefing documents for workshops and charrettes
- Attending workshops and charrettes, facilitating and keeping a record of discussions and outputs.
- Drafting reports from workshops and charrettes including graphic content.

### **Training and networking events**

- Facilitating training events including study tours
- Supporting the training manager with research to produce training materials
- Where you have particular expertise, developing and delivering training presentations
- Helping to produce follow-up documents.

### **Management**

- Support the development of Design Advisors (Grade 1 & 2)
- Participate in the Senior Management Team

### **Other duties**

- Drafting content for DSE communications
- Managing internal projects (for example to develop a particular area of our work or improve our systems)
- Attending and contributing to team meetings
- Keeping records of activities in accordance with the DSE systems
- Any other reasonable duties required by your manager

### **What we are looking for**

You will be a built environment professional, working in the public or private sector in planning, architecture, urban design, landscape architecture, engineering, with project and client management experience. You will have a desire to see the bigger picture and take on a bigger challenge with a chance to make a real impact on the future of the places where we live and work.

Ideally you are used to working on projects that bring together different disciplines and thrive on the occasional uncertainty that comes with being part of a fast-growing organisation. While you will have the support of management and colleagues, we don't have loads of admin staff or a huge IT or HR department; you will need to be self-servicing and ready to solve problems in the field.

You should be highly motivated and happy to work independently on a project or report, or to team up with our expert panel members to deliver advice or training.

You will need to show us you have the following qualities:

- 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
- at least 5 years' experience (pre- and post-qualification) in a discipline such as urban design, landscape architecture, planning or architecture.
- Substantial project management experience
- Substantial experience of management relationships with key clients
- Ability to work autonomously and as part of a small team
- Strong written communication skills including report writing
- Strong verbal communication skills

### **Terms**

This is a full-time, permanent post but we are open to applicants seeking a part-time role. We would also consider secondments from other organisations.

Reporting to: Head of Design Advice

Salary: £41,000 - £45,000 per year

Leave: 25 days annual leave (pro-rata if part-time) plus statutory holidays  
*(we are currently discussing extending this to 30 days)*

## **How 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](mailto:david@designsoutheast.org)

Please indicate which Grade of Design Advisor you are applying for.

The deadline applications is 12.00 noon Monday 29<sup>th</sup> April 2019

Interviews are scheduled for Friday 3<sup>rd</sup> May. If you cannot make this date please let us know in your application.

A 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](mailto:david@designsoutheast.org) or phone on 01634 401166 and request a call back.

## **Equal Opportunities**

DSE is committed to equal opportunities, and we value the diversity of perspectives that people from different backgrounds bring to our work. We positively encourage applications from eligible candidates regardless of age, disability, gender identification, ethnicity, marital status, pregnancy and maternity, race, religion or belief or sexual orientation.

## **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.