

## **Now hiring: Design Advisor Grade 1**

March 2019

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

We are looking for someone to join our team of Design Advisors. 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 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.

### **Location**

The jobs are open to people living in a wide range of locations. We have workspace in Kings Cross and 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. 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**

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: £28,00-32,000 per year  
Leave: 25 days annual leave (pro-rata if part-time) plus statutory holidays

**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)

The deadline applications is 12.00 noon Monday 18<sup>th</sup> March 2019

Interviews are scheduled for the afternoons of 21<sup>st</sup> and 22<sup>nd</sup> March.

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 Opportunity**

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.