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DesignPLACE Panel  
Brighton & Hove District Council | Design South East  
Recruitment Pack, May 2019

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### **About Design South East**

DSE is a non-profit organisation that helps create great buildings, spaces and places. We are the fastest-growing design advisory organisation in the country.

We support the policy, planning and design process by providing clear, independent and constructive advice that combines local knowledge with informed, insightful expertise, in a flexible and agile way that provides value for money.

We develop relationships and understanding between local authorities, developers, project teams, and communities through facilitation. Ultimately, we aim to develop a design culture, by nurturing the skills and capacity of people and organisations in the South East, through well-programmed professional training and support.

Our design review services operate throughout London, the South East and the East of England. We work regularly with more than 30 local authorities and run local design review panels in ten local authority areas including Kingston, Sutton, Guildford, Ashford and Brentwood. We provide informal design advice to local authorities and deliver training for officers and elected members through Suffolk Design and Kent Design, which is a model shared CPD programme for the public and private sectors.

### **About Brighton & Hove**

Brighton & Hove has long been recognised as one of the UK's most distinctive cities. Situated between the sea and the South Downs National Park, it is known for the spirit and diversity of its people, for its unique retail, leisure and cultural offer and for its world-famous seafront and heritage assets. As the city grows, we will be presented with proposals to develop and build new buildings and places. This provides the opportunity to improve existing areas as well as making sure we get usable, flexible and high-quality new buildings and attractive public spaces.

Future development in the city is supported by the City Plan Part 2 which is focused on ensuring communities reap the benefits from well-designed development as well as providing a guide to achieving sustainable growth.

There are a number of sites and areas with significant development potential in Brighton & Hove. Many of these sites will assist the city in meeting its current and future strategic land use needs as identified in the City Plan. Regeneration in the city includes the Waterfront project, Preston Barracks, the Royal Pavilion Estate, West Street Shelter Hall and New Homes for Neighbourhoods.

Design Review will advise on new development proposals and be instrumental in evolving high quality, high density housing solutions, making sure effective design is included in local masterplans and major planning applications.

Liz Hobden, Head of Planning at Brighton & Hove City Council, says: “To be able to tap into specialist design advice benefits our planning team and our customers. Going forward, the design review panel will play an important part in providing a high-quality planning service for the whole city.”

## The DesignPLACE panel

Our panel in Brighton is being refreshed, blending new and established panel members into a highly active, current and engaged panel, who will continue to shape the growth of Brighton & Hove with Design South East.

The panel will consist of leading practitioners from various disciplines, including architecture, urban design, landscape architecture, conservation and heritage, sustainability, engineering and development economics. We are seeking to recruit around 20 members, from whom we will select a Chair and a Vice Chairs.

As well as design review panels panel members will have the opportunity to participate across the breadth of activities Design South East undertakes with Brighton and Hove City Council, including design training, workshops, charrettes and design surgeries. Our panel has already been instrumental in improving design by evolving high quality, high density housing solutions for Brighton & Hove.

## Key dates

Monday 13 May	Recruitment launch and pack issued
<b>Wednesday 29 May (12.00 noon)</b>	<b>All application submissions deadline</b>
Tuesday 11 June	Panel members announced*
Monday 24 June	Chairs interviews
<b>Thursday 18 July</b>	<b>Induction day in Brighton</b>
Tuesday 30 July	Inaugural DesignPLACE panel
Tuesday 27 August	DesignPLACE panel
Tuesday 1 October	DesignPLACE panel
Tuesday 29 October	DesignPLACE panel
Tuesday 26 November	DesignPLACE panel

\*If you do not hear from us by the end of the day on Tuesday 11 June, your application has not been successful. Unfortunately, given the number of applications, we will be unable to provide individual feedback to unsuccessful applicants.

## How does the panel work?

Your main role will be to take part in design review panels. You should expect to take part in a panel every three or four months. We will schedule monthly design review

meetings for six months at a time. 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 in any month there are no schemes to review, 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.

As soon as we know what schemes are going to be considered at a panel meeting, we will let you know so that you can inform us if you have any potential conflicts of interest.

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

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 DSE staff member 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.

## **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, development, planning and economic context of England.
- A qualification in one of the built environment professions and experience in practice. (Membership of professional bodies would be desirable)
- 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 in influencing better buildings and spaces and/or advocating for good design.
- Understanding of the design, development and planning process.
- 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.

The following qualities are desirable:

- Knowledge of Brighton & Hove, or the specific contextual considerations

- Experience of high-density, mixed-use development in sensitive contexts

### *Selection*

Recruitment of the panel will be carried out through an open, objective process. Applications will be assessed jointly by officers from the Brighton & Hove and DSE. The panel induction will take place on **Thursday 18 July** and all panel members will be expected to attend. Please confirm your availability on the application form.

### *Chairs*

We will be recruiting a Chair and a Vice Chair for the panel. Chairs are normally expected to have experience of taking part in design review panels. The online application form will include a question where you can indicate if you would like to be considered for a Chair role. Shortlisted candidates for Chair will be invited to interviews which are planned to take place on **Monday 24 June 2019**. Please indicate your availability on the application form.

## **Terms and conditions**

### *Remuneration*

We pay panel Chairs an honorarium for attending design reviews. The rates are as follows:

Half-day reviews	£300*
Full-day reviews	£400*
Follow-up reviews	£200*

Reasonable travel expenses will also be paid.

\*Panel Chairs are paid and additional £100

### *Term*

2 years, with potential to extend to 4

### *Time commitment*

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

### *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.

## How to apply

1. Complete the online application form by following this link:  
<https://www.surveymonkey.com/r/Brightonpanel>

There are two questions requiring longer answers: one that asks you for up to 150 words about your professional experience and another that asks for a statement of up to 200 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 [sogand@designsoutheast.org](mailto:sogand@designsoutheast.org)

\*Please do not send any other information such as portfolios or testimonials.

## Deadline

The deadline for applications is 12.00 noon on Wednesday 29 May 2019. We expect to make decisions by Tuesday 11 June. If, having thoroughly read this pack, you have further questions, please contact Sogand Babol, [sogand@designsoutheast.org](mailto:sogand@designsoutheast.org) or call 01634 401166 and request a call back.