

Now hiring: Design Advisor Grade 2

October 2020

What is the job?

We are looking for someone to join our team of Design Advisors. You will be responsible for delivering design review, support and training services to local authorities and their stakeholders across London and the wider South East. Working closely with our local authority clients and our expert panel members, will be responsible for planning, managing and reporting on design review sessions, workshops and charrettes. Working on your own initiative, but very much as part of our team, you will be managed and by one of the senior members of the team. You will be expected to work directly with stakeholders, facilitating workshops, delivering CPD sessions and providing design advice. You will be responsible for managing some of our long-term contracts and major projects, ensuring that key relationships are developed and that we maximise our value to our clients.

What will you be doing?

Contract and relationship management

- Managing the delivery of a small number of contracts and work programmes:
- Liaising regularly with our key contacts at the local authority
- Looking for, and promoting, opportunities to develop the relationship and find new ways that we can help our clients address the challenges they face
- Ensuring that all elements of the contract are delivered to the highest possible standard
- Ensuring that we meet contractual requirements and that the record-keeping and reporting requirements of the contact are fulfilled

Design review

- Liaising with the client to ensure that we understand their needs and tailor the session to meet their requirements
- Liaising with our operations team and with project stakeholders to ensure we have sufficient information and panel members are appropriately briefed.
- Managing 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

- Providing design advice and guidance
- 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

- Planning, leading and facilitating design workshops and charrettes

- Undertaking preparatory research and drafting briefing documents for workshops and charrettes
- Drafting reports from workshops and charrettes including graphic content.

Training and networking events

- Leading and 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 sessions
- Producing 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 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 experience and qualities:

- 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.
- Proven project management skills
- A proven commitment to raising the quality of the built environment
- A keen interest in, and knowledge of, current issues in the built environment, including planning
- Understanding of the tools, techniques and principles of architecture and/or urban design and able to cite best practices examples
- Able to work autonomously but also as part of a team, with a willingness to contribute to team discussions

- Excellent written communication skills, particularly report writing with the ability to synthesise complex information into concise, clear written reports
- Excellent verbal communication skills, confident in delivering talks and presentations

We will expect you to progress within Design South East and to continuously develop your skills and knowledge. We have three grades of design advisor which provides for career development within Design South East. This will enable you to progressively take on greater responsibility (including contract and client management), take a lead on the development of services for the clients you manage and lead a team.

Terms

This is a full-time, permanent post. We would consider secondments from other organisations.

Reporting to: Director

Salary: £35,000-40,000 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: kate@designsoutheast.org

The deadline applications is **12.00 noon Friday 16th October 2020**

Interviews are scheduled for **Monday 19th & Tuesday 20th October 2020**

A written communication exercise will form part of the interview.

If, having read this pack, you require an informal conversation about the role with our Director, Chris Lamb please email Kate and request a call back from him; kate@designsoutheast.org

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 we cannot guarantee to give individual feedback on all unsuccessful applications.

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