



Job Description

Design Advisor

REPORTS TO	Director
SALARY	£30 - 45K depending on experience, pro-rata
CONTRACT	Permanent, full-time (part-time or secondment position negotiable)
START DATE	December 2020
LOCATION	Working from home and from our London and Kent offices
LEAVE	30 days annual leave (pro-rata if part time) plus statutory holidays

About Design South East

Design South East is a not-for-profit consultancy that provides independent advice to planning authorities, design professionals, landowners, developers and local communities. We work across London, the South East and the East of England, with hubs in London and Kent. We work with a network of around 200 experts from a variety of built environment disciplines who form our expert panels comprising the leading practitioners and thinkers in their fields. We harness their passion and knowledge and direct it to the knotty problems of growth and place-making that many communities are facing.

We have a new opportunity within our team of Design Advisors to support the delivery of well-designed places through design reviews, surgeries, workshops, study tours and learning events. With pressure on local authorities to deliver affordable housing and with a climate crisis to address, this is an important and exciting moment to take up a Design Advisor role. You will advise officers, review policies, upskill councillors and support communities to shape the future of their local places. You will be involved with every scale of development, from town centre regeneration to new settlements, and with all stages of the planning process, from shaping visions to reviewing design details. 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.

More information can be found on our [website](#).

Key Tasks

Depending on experience you will be:

- Working closely with a number of planning authority clients to identify opportunities for DSE to support their design quality management process.
- Planning and managing design review meetings.
- Writing and editing high-quality reports for a variety of audiences.
- Conceiving, designing and delivering workshops and learning events in collaboration with our Learning Manager.
- Facilitating workshops, charrettes and roundtables that bring stakeholders together in collaboration with team members and clients.
- Managing long-term contracts and major projects, maintaining oversight and ensuring that key client relationships are developed and that we maximise our value to our clients.
- Supporting senior colleagues to identify and approach new clients.
- Drafting proposals for new opportunities.
- Capturing impact and writing case studies.
- Measuring KPIs and delivering annual reviews to clients.

Skills and Behaviours

- a desire to have a real impact on the future of the places where we live and work
- an entrepreneurial aptitude
- highly motivated and a self-starter, with a willingness to take ownership
- happy to work independently on a project, or to team up with others
- ready to solve problems and identify appropriate solutions
- a sensitivity to complex political environments
- an eagerness to form partnerships

Knowledge and Experience

Built Environment:

- You will be a built environment professional, working in planning, design or policy, with a qualification in a discipline such as urban design, architecture, landscape architecture, conservation or planning.
- You will demonstrate a proven commitment to raising the quality of the built environment, with an understanding of the tools, techniques and principles of urban design and knowledge of best practice.
- You will have at least a basic knowledge of key issues relating to planning legislation and policy and the operation of local government.

Project management:

- You will have proven strong organisational skills, an attention to detail and an ability to think strategically, from detail to big picture.
- You will demonstrate performance to a high-quality.

Teamwork:

- You will have experience of working autonomously but also as part of a team, with a willingness to contribute to team discussions.
- You will have some experience of working on projects that bring together different disciplines and stakeholders.

Communication:

- You will have excellent writing skills, with the ability to synthesise complex information into concise, clear written reports, avoiding jargon; excellent spelling and grammar, editing and proofreading skills.
- You will be confident in public speaking, leading events and delivering training and presentations.

Business development:

- You will have some experience of client relationship management and of ensuring delivery of value.

We will offer opportunities to continuously develop your skills and knowledge and provide for career development within Design South East. The role offers the possibility for career progression, to take on greater responsibility, including contract and client management, and to take a lead on the development of services for the clients you manage.

How to apply

To apply please send;

- the completed application form,
- an example of your writing (max 1000 words),
- an up-to-date CV (max 2 pages of A4)
- a covering letter,

to Martine: martine@designsoutheast.org

The deadline applications is **12.00 noon Monday 2 November 2020**

Interviews are will be held w/c **Monday 2 November 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; chris@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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