



DESIGN OFFICER APPLICATION PACK

DESIGN WEST

Are you passionate about placemaking and good design? We're looking for a built environment professional with good organisational skills to help deliver Design Review across the South West. Does that sound like you?

Design West is a global centre of excellence for design & placemaking, based in Bristol.

Our programmes inspire, inform & involve people in the design of the world around them. We work across sectors & society to innovate, co-design & challenge. We are international & local, bringing the best people together to shape better places.

A registered charity, our mission is to inspire the public, politicians & professionals across the built environment to design, better, healthier, places to live, work & relax. We learn from our heritage to build our future.

Our vision is a world designed for life.

Over the past 12 months we have transformed our harbourside home into a stylish new venue & café-bar, opening us up to wider audiences, & rebranded as an organisation. We now seek a talented & passionate Design Officer to help deliver Design Services across the South West.

Our Values: We are collaborative, creative, expert, independent, open & visionary.

- **Design Consultancy:** Our Design Review Service drives the development of better places across the South West.
- **Placemaking:** We bring people together to co-design & vision great places. We collaborate with public & private sectors, leading with creativity & community.
- **Inspirational Programmes (Public Engagement):** Our world class public programmes inspire & involve. From the Stirling Prize to Bristol Open Doors, we engage 10,000 live audiences every year.
- **Education:** Our award-winning Shape My City programme accelerates the best diverse talent in partnership with schools, universities & the private sector.
- **Strategy & Policy:** We support local government to address the challenges of today.

ROLE SUMMARY

Job Title: Design Officer

Employment Basis: 37.5 hours per week

Salary: £28,000 - £32,000

Employer: Design West

Location of Post: Design West, 16 Narrow Quay, Bristol, BS1 4QA

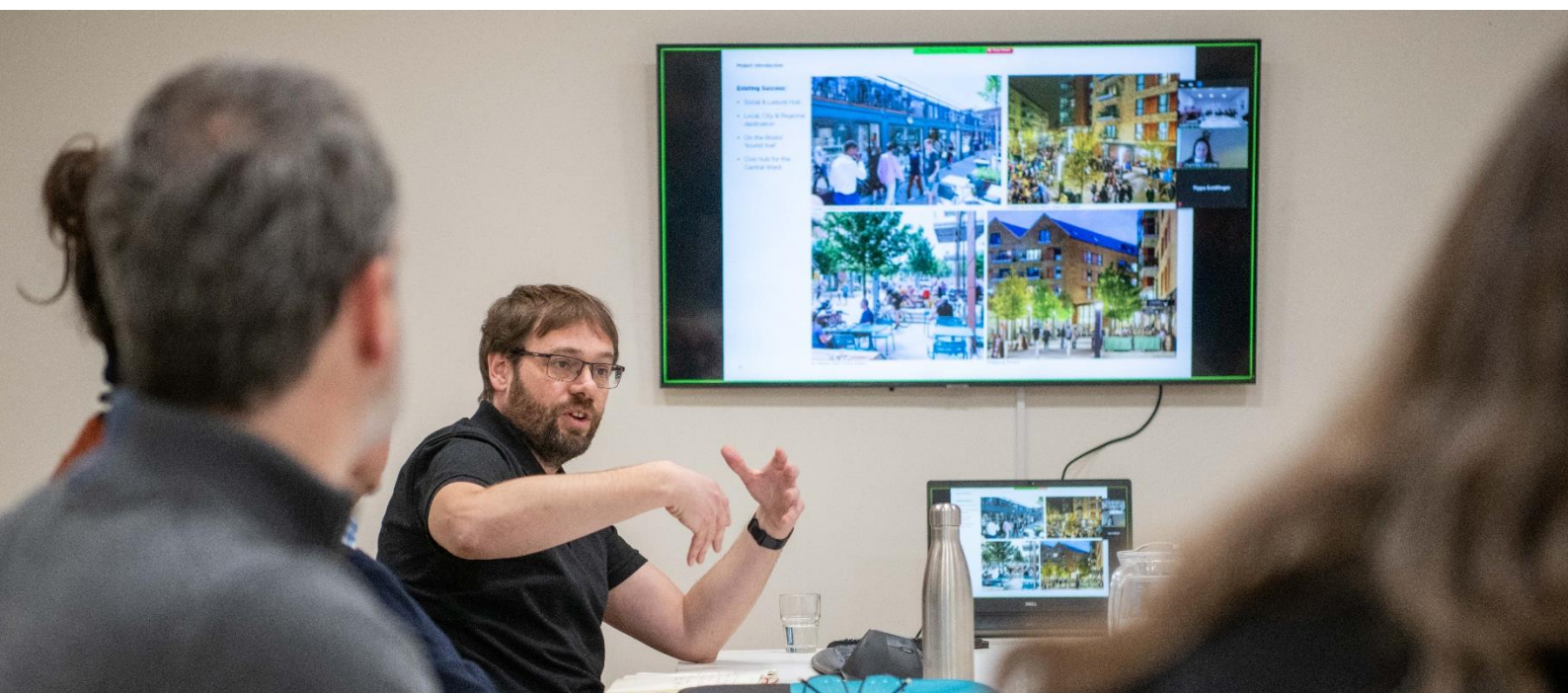
Reporting to: Head of Design

Probationary Period: 6 months

Period: Permanent

Holiday: 25 days, plus bank holidays pro rata

All offers of employment are subject to the receipt of satisfactory references.



MAIN PURPOSE

Design West is the design and policy review service for the West of England. It brings together leading experts from across the region to raise the quality of design in the built & natural environment.

The Design West Design Officer is responsible for coordinating the Design West review panels, this is a unique role that combines strong inter-personal skills, sector knowledge & attention to detail.

You'll be working with some of the best Architects, Landscape Architects, Urban Designers, Environmental Engineers & Transport Planners in the region and the World to shape better places. You'll get a glimpse of exciting new developments & play your part in making them better.

MAIN RESPONSIBILITIES

Panel Coordination

- Liaise with Local Planning Authorities (LPA) to receive monthly lists of important projects to review
- Liaise with planning agents and developers to invite new & returning schemes to book reviews
- Liaise with LPAs quarterly to book policy, strategy & guidance reviews & training

Panel Administration

- Schedule reviews
- Coordinate panel members, compile agendas, share key documents
- Manage room bookings, catering & technical equipment for reviews
- Track finances, issue invoices & ensure fees are claimed & up-to-date

Research

- Track reviewed schemes to build record of case studies
- Keep abreast of current national planning policy & guidance

Website & Comms

- Keep the Design Review website up-to-date
- Maintain customer databases
- Plan design review information

Events Management

- Co-ordinate public & sector-facing events including live & digital talks & conferences
- Supporting events set-up, welcoming guests & pack-down

Other

- Undertake any duties as deemed reasonable, as requested by the Head of Design to support the efficient running & activities of the organisation
- Occasional evening work required

PERSON SPECIFICATION

Essential

- Educated to degree level
- Professional experience in a built environment, planning or design role
- Highly organised with excellent attention to detail
- Strong working knowledge of Microsoft Excel & Word with good IT skills
- Working experience in the use of website software (i.e. Wordpress)
- Excellent written skills & ability to summarise key points quickly
- Excellent team player
- Great customer service & interpersonal skills
- Conscientious with a can-do attitude
- Strong time management skills & an ability to work under pressure & prioritise workload
- Enthusiasm for learning & developing new skills particularly around the use of technology
- Sensitivity & an ability to be discrete & maintain confidentiality

- Commitment to continuing own personal development & keeping up-to-date with legislation & best practice
- Enthusiasm for architecture & urban design
- Commitment to equal opportunities

Desirable

- Planning, architecture or urban design degree level qualification
- Experience of running & supporting events

This role is based on-site at our modern office in our vibrant venue in Bristol's historic harbour.

APPLY

Please provide us with a current CV (up to 2 pages) & a letter of application outlining your interest in & suitability for the role. Please refer specifically to the Responsibilities & Person Specification, ensuring your letter is no longer than three pages. Address your letter to the Head of Design.

EMAIL applications to pippa.goldfinger@designwest.org.uk

DEADLINE: All applications must be received by **9 am on Monday 12 June**

START DATE: ASAP, exact start date to be negotiated with the successful candidate.

INTERVIEWS: Anticipated Interview Date: **Friday 16 June.**

We welcome early applications. If this role sounds like a great fit for you, please contact Pippa Goldfinger.

Design is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

