



# DESIGN OFFICER APPLICATION PACK

## Are you passionate about placemaking and good design?

We're looking for an organised and enthusiastic built environment professional to help deliver Design Review across the South West.

Design West is a 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 and 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.

## Our Programmes

- **Design Services:** Our Design Review Service supports the development of better places across the South West.
- **Placemaking:** We bring people together to co-design and vision great places. We collaborate with public & private sectors, leading with creativity & community.
- **Inspirational Programmes:** Our public programmes inspire and involve – from the Stirling Prize to 6 O'Clock Sessions, city tours and an exciting new awards strand.
- **Education:** Our award-winning Shape My City programme accelerates diverse talent in partnership with schools, universities & the private sector.
- **Strategy & Policy:** We support local government to address the challenges of today.

Design West manages Design Review Panels across the region. We are now seeking a talented and passionate **Design Officer** to help deliver Design Review and Design Services across the South West.

## ROLE SUMMARY

**Job Title:** Design Officer

**Employment Basis:** Full Time/0.8 FTE

**Starting Salary:** £30,000 - £33,000

**Employer:** Design West

**Location:** Full time office-based role at Design West, 16 Narrow Quay, Bristol

**Reporting to:** Director of Services

**Contract:** Permanent

**Probationary Period:** 6 months

**Holiday:** 25 days, plus bank holidays (pro rata)

### Benefits:

- Company pension
- Staff discount on food & drink
- Staff socials & paid-for Christmas meal
- Company loyalty annual bonus scheme
- Private healthcare after 1 year of service

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

*We are open to applications from candidates seeking either full-time or 0.8 FTE working arrangements.*

*All offers of employment are subject to satisfactory references.*



## ABOUT THE ROLE

Design West provides design and policy review services for the South West, bringing together leading experts from across the built environment sector to help improve the quality of design in the built and natural environment.

This is a varied role combining design review panel coordination, administration, communication and sector engagement.

You'll work with leading architects, landscape architects, urban designers, environmental engineers and transport planners from across the region and internationally to help shape better places. You'll gain insight into exciting new developments and play an active role in improving outcomes for people and communities.

We welcome applications from candidates at an early stage in their career who are enthusiastic about placemaking, design and the built environment.

## MAIN RESPONSIBILITIES

### Panel Administration

- Develop and maintain relationships with Local Planning Authorities (LPAs), developers and project teams to build a pipeline of Design Review.
- Liaise with planning agents, developers and project teams to encourage submissions
- Coordinate workshops and training sessions for LPAs on planning policy, strategy and guidance documents as required

### Review Coordination

- Schedule and coordinate review meetings
- Coordinate panel members, compile agendas, circulate key documents
- Manage room bookings, catering & technical equipment for reviews
- Track finances, issue invoices & ensure fees are claimed & up-to-date
- Compile quarterly review summaries and reporting information

### Business Development

- Support the promotion and growth of Design Review services
- Help identify opportunities for future reviews and repeat engagement

### Research

- Track reviewed schemes to build a database of case studies and track impact
- Keep up-to-date with current national planning policy & guidance

### Website & Comms

- Maintain and update the Design Review website
- Support communications relating to Design Review activity and events

### Events Management

- Co-ordinate public & sector-facing events including talks, conferences and digital sessions
- Support events set-up, guest welcome & pack-down

## Systems and Processes

- Maintain customer and stakeholder databases
- Support the improvement of systems and processes

## Other

- Undertake other reasonable duties to support the effective running of the organisation
- Occasional evening work required
- Travel across the South West of England required
- Full time office based

## PERSON SPECIFICATION

### Essential

- Educated to degree level in a built environment-related subject
- Strong organisational skills and ability to manage multiple tasks and deadlines
- Adaptable and able to respond positively to changing priorities
- Comfortable building professional relationships and engaging with external stakeholders
- Confident using Microsoft Office, particularly Outlook, Teams and Excel
- Excellent written skills & ability to summarise key points quickly
- Conscientious with a can-do attitude
- Strong time management skills and the ability to prioritise workload effectively
- Enthusiasm for learning & developing new skills particularly around technology and digital systems
- Commitment to continuing own personal development & keeping up-to-date with legislation & best practice
- Enthusiasm for architecture & urban design
- Commitment to equalities, diversity and inclusion

### Desirable

- Experience gained through work or placements in a built environment or relevant role
- Experience of coordinating and & supporting projects or events
- Full UK Driving License

We recognise that candidates may bring transferable skills from a range of backgrounds and encourage applications from those excited by the role and our mission.

## APPLY

Please send:

- A current CV (maximum 2 pages)
- A cover letter outlining your interest in and suitability for the role (maximum 2 pages)

Please refer specifically to the Responsibilities and Person Specification in your application.

**Deadline: Monday 1 June, 9 am**

**Interviews:** Anticipated week commencing 8 June

**Start Date:** ASAP – exact start date to be agreed with the successful candidate

Applications should be emailed to: [hilary.cuddy@designwest.org.uk](mailto:hilary.cuddy@designwest.org.uk)