

Project assistant vacancy

Description:

The project assistant's role is primarily to provide support to the PSC project leads in their casework (see below) and would include, but not be limited to:

- Support on report content:
 - Research and descriptions of heritage assets (listed buildings, conservation areas, etc.)
 - Research into planning policies
 - Description and assessment of existing townscape and historical analysis
 - Historical research, including visits to archives
- Production of maps of viewpoints, townscape character areas and heritage assets (using InDesign)
- Formatting of reports and desktop publishing
- Site visits
- Assisting project leads in identification of townscape views
- Liaising with other consultants on report production
- Contributing to the PSC website, including updates to case studies
- Using VUCITY 3D software to import models and set up and test views (knowledge of the software is not a requirement)
- The project assistant may be required to undertake project related admin tasks

Requirements:

- A degree in a built environment field
- Good IT skills and a working knowledge of Microsoft Office

The following would also be desirable:

- A postgraduate qualification in urban design (or a related built environment subject)
- Working knowledge of InDesign
- A basic knowledge of the UK planning system, listed buildings and other heritage assets

This is a full time post but consideration would be given to candidates who wished to work less than a 5 day week.

Start date:

We would ideally be looking for someone to start in June.

About Peter Stewart Consultancy:

Peter Stewart Consultancy provides expert advice on matters of architecture, urban design, townscape and the historic environment. More information on what we do can be found on our website.

The project leads' role comprises:

- Advice to clients on design development for new development proposals, relationship of new development to existing townscape / historic context / conservation areas / listed buildings, effect on settings etc.
- Working with planning consultants and architects, providing advice on and preparation of planning applications and listed building applications.
- Reports for environmental statements ('ES'): townscape and visual impact assessment reports, built heritage reports, etc.
- Report writing (non-ES): townscape reports, heritage reports, certificate of immunity reports, planning appeals, listing cases, etc.
- All the above includes associated research, liaison with other consultants, visualisation consultants, etc. as required.

Contact:

Please send a CV to Kirsty Braes: kb@pscpcpa.co.uk

Peter Stewart Consultancy
www.pscpcpa.co.uk
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