

At the Dixon Searle Partnership we need to expand our small but dynamic team. We are looking for great people to join our innovative and successful business, which formed in 2009 and has gone from strength to strength to become a market leader. Based in Surrey, we provide a range of projects and support for a strong and varied Local Authority client base across the Country.

Our core work revolves around development viability. It includes the preparation of economic viability evidence for Local Plans, Community Infrastructure Levy (CIL) and other strategic planning projects that require the robust evidence we provide. Other projects include the compilation and review of bespoke viability assessments for specific sites and development projects; and auditing viability assessments submitted by the development industry to our clients. We are closely involved in a range of matters related to affordable housing and s.106.

We are looking for enthusiastic and committed people with a great customer service ethic, a keen interest in learning and developing our work, a determination to help see sometimes complex projects through, and an eye for detail.

Role :

Administration & Research Assistant - £15,000 - £20,000 (FTE) dependent on experience

Providing administrative and research support, including day to day input into project specific assignments, the candidate will need to help us with:

- Day to day administrative duties and office support as required, blended with the professional support side. In a small office environment, this will be varied but include for example taking telephone enquiries, arranging meetings and conferences, participate in and record meetings, filing, copying, data inputting and review, report compilation and checking, potentially together with other general office matters including payments and invoicing.
- Admin support for tendering processes, interviews / presentations and similar submissions for new work.
- Assist with marketing activities e.g. tenders, adverts, website, news items, Twitter feed.
- Provide quality in-depth research and insight to ensure viability work and assumptions carried out by DSP are thoroughly recorded and evidenced. This will be on property markets, development activity and values as well as a range of other matters. You will need to be adaptable and proactive, working with a wide range of information sources and often needing to plan your own approach to research and information gathering.
- Support the development of viability studies. This will require varied inputs, an eye for detail and a level of understanding enabling you to sense-check the work as projects progress.

- Responsibility for running development appraisals (training provided), manipulating data into presentable format i.e. inputting, compiling and review, preparing tables, graphs, records and report appendices. An ability to analyse or learn how to analyse information will be valuable.
- Liaise with a wide range of stakeholders (using mixed means including email, telephone and face to face engagement) including developers, estate agents, planning agents, commercial agents, local authority staff, Registered Providers (RPs) of affordable housing and others; and record details / outcomes.

We are offering real development potential and a positive and friendly environment, based in our Surrey office. This could be a part-time or full-time role – details and hours subject to discussion.

Dixon Searle Partnership is an Equal Opportunities Employer.

If interested, please in the first instance send your CV and covering letter to info@dixonsearle.co.uk clearly setting out why you think you would be our ideal candidate.

In applying for this post, please also refer to the Dixon Searle Partnership Data Protection Policy and Privacy Notice for Job Applicants contained on the DSP website at www.dixonsearle.co.uk.



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