

Job Title:	Administration and Research Assistant
Position:	Full / Part-time considered
Salary range:	Dependent on experience – range £17,000 to £21,000pa FTE
Location:	Elstead, Surrey

About the Dixon Searle Partnership:

Dixon Searle Partnership (DSP) is an independent consultancy, specialising in planning and development viability. Our work principally includes the preparation of economic viability evidence for Local Plans, Community Infrastructure Levy (CIL) and other strategic planning projects requiring the robust evidence we provide. Other projects include the compilation and review of bespoke viability assessments at planning application stage for specific sites and development projects. Our work also means we are closely involved in a range of matters relating to affordable housing and s.106 obligations.

We are a small, dynamic and friendly team providing a highly professional service that is delivered in a positive, approachable way. Formed in 2009, our business has gone from strength to strength to become a market leader. Based in Surrey, we provide a range of projects and professional support for a strong and varied Local Authority client base across the Country.

At the Dixon Searle Partnership we are looking for enthusiastic and committed people with great communication skills and customer service ethic, a keen interest in learning and developing our work, a determination to help see sometimes complex projects through and, importantly, an eye for detail.

Role Summary:

To provide administrative, research support and technical assistance to senior staff supporting a variety of projects in the planning, affordable housing, property and development sector. This role offers the opportunity to become a key component in the variety of work we undertake whilst also enabling scope for career growth and professional development. We are very much looking for the right candidate to ‘take ownership’ of this important role and enjoy the challenges it brings.

T: 01428 288101

E: info@dixonsearle.co.uk

www.dixonsearle.co.uk

El House, Tanshire Park, Shackleford Road,
Elstead, Surrey, GU8 6LB

Key Tasks / Responsibilities:

The candidate will need to help us with the following:

- Day to day administrative duties and office support as required. In a small office environment, this will be varied but will include for example, taking telephone enquiries, updating DSP's case management system, diary management, arranging meetings and conferences, participating in and recording meetings, filing, copying, data inputting and review, report compilation and checking, providing admin support for tendering processes, potentially together with other general office matters including payments and invoicing.
- Be the first point of contact for monitoring enquiries and projects currently in progress. Organisation will be key to ensure all projects timescales, stage milestones and associated activities are accurately monitored.
- Assist with marketing activities e.g. tenders, adverts, website, news items, Twitter feed.
- Undertake and report on quality in-depth research and insight, supporting our projects to ensure viability work and associated assumptions carried out by DSP are thoroughly recorded and evidenced. This will be on property markets (residential and commercial), development activity and property values as well as a range of other matters.
- Analysis and presentation of data i.e. inputting, compiling and review, preparing tables, graphs, records and report appendices. Experience of using MS Excel to an intermediate/advanced level e.g. macros, conditional formatting etc. would be particularly advantageous.
- Assisting senior staff in developing, running, checking and reporting on residential and commercial development appraisals - training will be provided. For example, this would involve consideration and research into property sales values, build costs, land values, individual policy costs etc..
- Liaise with a wide range of stakeholders (using mixed means including email and telephone) including developers, estate agents, planning agents, commercial agents, local authority staff, affordable housing providers and others; recording details / outcomes.

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Core Knowledge & Skills Required:

The successful candidate will need to possess the following knowledge and skills:

- Organised, adaptable and proactive, be able to work with a wide range of information sources and be able to plan your own approach to research and information gathering.
- Excellent numerical skills and a keen eye for attention to detail. Fundamental to the work we undertake is the ability to review and analyse information alongside working with numbers requiring interrogation and data analysis.
- Preferably, good understanding and experience of MS Excel. Intermediate level would be considered if the candidate wishes to advance/develop more advanced skills.
- Excellent MS Word knowledge and experience.
- Ability to communicate effectively in both written and verbal forms – must be confident in talking with clients.
- Excellent time management and organisational skills with the ability to manage your own workload and take initiative.
- Have a positive approach and friendly manner with the ability to work effectively as part of a small team.

Additional Desirable Knowledge & Skills:

The following would also be an advantage, although is not essential:

- An interest and/or experience in a planning, property or construction related role.
- Advanced Excel skills / formal Excel qualification or CPD certificate.
- Advanced Word skills / formal qualification or CPD certificate.
- Experience of project co-ordination.

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Benefits of working at DSP:

Here at DSP, we are all proud to work as part of a small, dynamic team and consider ourselves very fortunate to have such a fantastic, supportive working environment. Amongst other benefits we also offer:

- Potential for flexible/remote working.
- Real opportunity to grow with us and career development.
- Friendly, supportive team and a relaxed working environment.
- On-site Café and free car parking.

Dixon Searle Partnership is an Equal Opportunities Employer.

If interested, please in the first instance send your CV and covering letter to helena@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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