

Job Title:	Property Research Assistant
Position:	Full / Part-time considered
Salary range:	Dependent on experience – guide up to £25,000pa FTE
Location:	Elstead, Surrey

About the Dixon Searle Partnership:

Dixon Searle Partnership (DSP) is an independent consultancy, specialising in development viability in the context of planning and housing. Much of our work focusses on the preparation of economic viability assessments for Local Plans, Community Infrastructure Levy (CIL) and other strategic planning projects requiring the robust evidence we provide. Alongside this, we support many local authorities with bespoke viability assessments at planning application stage for specific sites and development projects. We are closely involved in a range of matters relating to planning policies and obligations on affordable housing, climate change/sustainability and other key development criteria. Our work tends to evolve rapidly in response to new policy areas, both national and local.

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 in both the South and 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. In particular, our projects all require gathering and careful analysis of a range of information and data (both written and numerical), as a key activity and base point for the ongoing work.

Role Summary:

To provide research support and technical assistance to senior staff supporting a variety of projects in the planning, affordable housing, property and development sector. The successful candidate will be meticulous with an ability to source, analyse and process data; summarising and presenting it appropriately as reflects the project requirements. We are particularly looking for somebody with an eye for detail and a keen interest and, ideally, experience in the planning, housing or property sectors. Whilst some local authority planning, housing or similar experience may well be valuable, the right candidate might also have other relevant experience such as in property sales, housing association or other related backgrounds. This role offers the opportunity to develop into leading and taking responsibility for key areas of our work, directly influencing and continually improving

T: 01428 288101

E: info@dixonsearle.co.uk

www.dixonsearle.co.uk

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

our projects 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.

Key Tasks / Responsibilities:

The candidate will need to help us with the following:

- Undertaking quality, in-depth research, data analysis/manipulation and insight, into property markets (residential and commercial), development activity and property values as well as a range of other matters. Supporting to ensure viability projects carried out by DSP are thoroughly recorded and evidenced.
- Analysing and presentation of data i.e. compiling and review, preparing tables, graphs, records and report appendices. Experience of using MS Excel to an intermediate level e.g. macros, conditional formatting, logical and trendline functions, etc. would be particularly advantageous.
- Working alongside senior staff developing reasoned assumptions for, 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 planning policy costs etc.
- Liaising 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.

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.
- High-level of numeracy and a meticulous 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.
- Intermediate level of MS Excel – training can be provided.
- Excellent MS Word knowledge and experience.

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- Ability to communicate effectively in both written and verbal forms – must be confident in talking and corresponding through various means with clients, colleagues and others.
- 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.

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 (there is scope for a bespoke approach to this for the right candidate).
- Opportunity to grow with us and career development.
- Training as fits the role and candidate.
- Friendly, supportive team and a relaxed working environment.
- High quality rural business park office environment with on-site Café and no cost car parking.
- Enrolment in workplace pension scheme.

Dixon Searle Partnership is an Equal Opportunities Employer.

To register your interest 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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