



<b>Job Title:</b>	<b>Technical Assistant</b>
<b>Position:</b>	<b>Full / Part-time considered</b>
<b>Salary range:</b>	<b>Dependent on experience</b>
<b>Location:</b>	<b>Elstead, Surrey</b>

**About the Dixon Searle Partnership:**

Dixon Searle Partnership (DSP) is an independent consultancy, specialising in 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 a 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.

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**Role Summary:**

To provide technical assistance to senior staff supporting a variety of projects in the planning, affordable housing, property and development sector. As a key criteria, we are looking for a technically minded person, with excellent numerical skills and a keen eye for attention to detail. Fundamental to the work we undertake is the ability to review and analyse extensive technical planning information alongside working with numbers requiring interrogation and data analysis.

The successful candidate will be confident in these areas and be a good fit within our positive and friendly team. 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.

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**Key Tasks / Responsibilities:**

The candidate will need to help us with the following:

- Review, analysis and summarising of extensive information supporting our projects – typically this will relate to planning policy documents, data reports, plans and similar;
- Detailed property market (residential and commercial) and other research tasks and reporting as required. This underpins all the work we undertake and offers the opportunity for further development / ownership of how that information is presented and ultimately in report form for clients;
- Assisting senior staff in developing financial appraisal assumptions for development schemes (both residential and commercial). For example this would involve consideration of property sales values, build costs, land values, individual policy costs etc.;
- Responsibility for running, checking and reporting on financial appraisals (training can be provided);
- Analysis and presentation of data – including using MS Excel to an advanced level e.g. tables, graphs, macros, conditional formatting etc.;
- Liaise with a wide range of stakeholders (using mixed means including email, telephone and potentially face to face engagement) including developers, estate agents, planning agents, commercial agents, local authority staff, affordable housing providers and others; recording details / outcomes;
- Assisting with office duties as needed within a small team e.g. job administration, quotes etc. alongside wider project planning with key milestone targets kept under review;

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**Knowledge & Skills Required:**

The successful candidate will ideally possess the following knowledge and skills:

- Strong analytical and mathematical skills with the ability to identify trends and patterns, spot and query anomalies;
- Advanced MS Excel knowledge and experience;
- Intermediate to advanced MS Word knowledge and experience;
- Ability to communicate effectively in both written and verbal forms;
- Excellent time management and organisational skills with the ability to manage your own workload;
- Preferably have interest and experience in a planning, property or construction related role – this is an advantage, although not essential;
- Have a positive approach and friendly manner with the ability to work effectively as part of a small team.



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](mailto: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](http://www.dixonsearle.co.uk).



**Local Plan Viability | CIL Economic Viability | Affordable Housing Viability | Strategic & Site Specific Viability**

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