

PETER STEWART CONSULTANCY

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
 - Assessment of existing townscape and historical analysis
- Production of maps of viewpoints and heritage assets (InDesign)
- Formatting of reports and desktop publishing
- Site visits
- Assist project leads in identification of townscape views (previous experience of this is not needed)
- Liaising with other consultants on report production
- 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
- Working knowledge of InDesign is desirable (but not required)

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 January, however we will consider candidates who would wish to start earlier.

About Peter Stewart Consultancy:

Peter Stewart Consultancy provides expert advice on matters of architecture, urban design, townscape and the historic environment.

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@pscpa.co.uk

Peter Stewart Consultancy

www.pscpa.co.uk

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