

## **ASSISTANT CONSULTANT / GRADUATE**

**BASED IN LONDON with national travel**

**The normal hours of work are 9.00am until 5.30pm (but flexible by arrangement)**

### **Who we are**

AspinallVerdi is a specialist practice of Chartered Surveyors and Town Planners providing integrated property development, regeneration and town planning services to regional and national clients across both the public and private sectors.

Our service is integrated and attentive, based upon important values - passion; vision; character; pragmatism and quality - which permeate all aspects of our business.

Our services include - development appraisal and financial modelling; S106 planning viability negotiations; planning policy/CIL viability; heritage buildings viability; feasibility studies; grants and public sector funding; master-planning; development procurement and delivery; site assembly and disposal; planning and development; regeneration; property market analysis.

Examples of our current workload include - Tamworth Town Centre options analysis; Viability advice to Luton Town Football Club; Market and sites analysis to support employment land reviews; CIL and Local Plan viability for London Borough of Sutton; Viability advice to support business case for funding; and Tolworth Area Plan; Kingston.

See [www.aspinallverdi.co.uk](http://www.aspinallverdi.co.uk) for more information on our services and project case studies.

The firms continuing success at developing new client relationships and services provides the opportunity for expansion of our teams.

### **Main Duties and Responsibilities**

The successful candidate will be confident and enthusiastic with the potential for a long and rewarding career in Surveying and/or Town Planning. There is an opportunity to gain professional qualifications.

Whilst working to Senior Consultants and Directors you will quickly gain increasing responsibility depending on aptitude. Senior members of the team will always be supporting and provide direction, but you will be pro-active and use your initiative to work independently in an ever-changing environment.

The ideal candidate will ensure that office administration and consultancy is supportive and efficient (working as a member of the team). You must be able to prioritise workload and work under pressure – and ‘go the extra mile’ when the role demands.

Your core responsibilities will be;

### **1/ Project Delivery -**

- data collection and research (using the internet and our subscription data websites)
- preparation and processing of technical information (Excel spreadsheets)
- preparation of draft reports / papers (Word)
- preparing development appraisals using Argus (training will be provided)
- consultations with agents and developer via phone/email
- attend meetings and specialist events

### **2/ Business Support -**

- telephony – taking messages and dealing with queries
- maintaining filing system and scanning documents
- maintaining the reference library of documents / scanning pdfs
- provide office cover to the Directors and other general office duties as required
- quality Assurance – working with Directors to establish and maintain office systems

### **3/ Business Development -**

- monitoring tender websites and alerts
- maintain databases of contacts and requirements etc
- help to prepare project tenders and proposals

### **Knowledge, Skills and Experience required**

We anticipate that you will have;

- a relevant degree/masters in Surveying and/or Planning or Geography
- knowledge of Microsoft Word, Excel, PowerPoint and Outlook (essential)
- excellent ability to organise and prioritise - time management skills
- professional manner with good telephone and report writing skills
- an enquiring mind with attention to detail and willing to take responsibility
- the ability to work well and remain calm under pressure
- the ability to think methodically / highly numerate
- able to work under minimal supervision and be able to use initiative
- good team skills and willing to engage with colleagues and clients.

*Most importantly we are seeking a self-motivated and ambitious person with a common sense approach who can integrate well into a small successful team and who wishes to develop a rewarding career.*