

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 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.

DEVELOPMENT CONSULTANT (Senior Consultant/Associate)

BASED IN LEEDS 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 Planning professionals providing integrated property development, regeneration and town planning services nationally to both public and private sector clients.

Founded in 2009 the company is growing with two established offices in London and Leeds. The firm has a reputation for providing high levels of service to a wide range of clients across the Country. Commissions are generally advisory in nature, although on occasion some transactional activities are undertaken.

The firm has a 'one team' culture with projects undertaken in teams which provide the opportunity to share experience, knowledge and resource. The aim of the business is to provide high levels of service, deliver value added evidence-based advice and to be a trusted advisor of choice to all clients.

The firm's continuing success at developing long term client relationships and services provides the opportunity for expansion of our teams.

Our services

Our services include: development appraisal and financial modelling; site specific S106 viability negotiations; employment and retail studies; Local Plan and CIL viability assessments; 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.

The firm is retained by a number of public sector clients on framework agreements where we deliver a range of development related services. Equally we have relationships across the Country with a broad range of clients including overseas developers taking forward developments in the UK. We pride ourselves on a high level of repeat instructions.

See www.aspinallverdi.co.uk for more information on our services and project case studies.

Main Duties and Responsibilities

The successful candidate will be confident and enthusiastic with experience already gained in development consultancy. Ideally you will be a Chartered Surveyor who is familiar with market research and analysis and financial modelling. You will have good presentation and report writing communication skills and the experience to run your own projects with minimal supervision.

The role offers the opportunity for developing professional skills and knowledge as well as developing skills in terms of business development and management.

Skills including project/time management and the ability to develop networks of contacts are also a requirement.

Core responsibilities will be:

- providing development consultancy advice in the context of viability appraisals property market assessments, master-planning and funding projects
- undertaking options assessments to identify optimal outcomes
- undertaking soft market testing including consultations with agents and developers via telephone
- attending meetings and specialist events
- providing valuation advice and reports – working with Registered Valuers
- assisting with transactional activities
- preparing fee proposals and tender submissions
- acting in Project Management and Client liaison roles
- preparing effective reports
- attending/Presenting at Client Meetings
- assisting with business generation, networking and marketing activities.

Knowledge, Skills and Experience required

We anticipate that you will:

- be a Chartered Surveyor with 3+ years post qualification experience
- have a relevant degree/masters in Surveying
- be an experienced user of Microsoft Word, Excel, PowerPoint and Outlook
- be experienced in Argus Developer
- have the ability to organise and prioritise – excellent time management skills
- have a professional manner with good communication and report writing skills
- have Project Management skills for multi-disciplinary team working
- have an enquiring mind with attention to detail
- have the ability to work well under pressure – good team skills
- be able to think methodically and be highly numerate

Most importantly we are seeking a motivated individual who is a team player and who is keen to develop their skills and career.

The role is to start immediately.

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