

Design Commission for Wales

ROLE DESCRIPTION **DESIGN ADVISOR**

Do you have the skills, experience
and passion to make a difference to the
future of the built environment in Wales?
If so we want to hear from you.

The Design Commission for Wales is seeking a high calibre individual for the role of Design Advisor, to join its small team based in Cardiff and serving the whole of Wales.

Title:	Design Advisor
Employed by:	Design Commission for Wales (DCFW LTD)
Responsible to:	Chief Executive
Closing date for Applications:	By 1700hrs Thursday 5th January 2023
Mode of submission:	CV and covering letter via email to connect@dcfw.org to arrive by the stated deadline. Your letter should clearly set out why you want to work for us and why this role appeals to you.
Interviews dates:	Interview dates will be advised to shortlisted candidates.
Interviews to be held at:	Design Commission for Wales 4th Floor, Cambrian Buildings, Mount Stuart Square, Cardiff, CF10 5FL

NB

We aim to hold interviews in person however they may take place online via Microsoft TEAMS in the event of there being no satisfactory alternative.

About the Design Commission for Wales

Comisiwn Dylunio Cymru Design Commission for Wales promotes good design across all sectors, pursuing its vision for a Wales that is a better place.

We provide bespoke Client Support, Training and strategic Design Review Services alongside events, seminars and publications - many of which highlight key issues for achieving design quality and public value in the built environment and support national design and planning policy and guidance in Wales.

We champion high standards of architecture, landscape and urban design in Wales for every excellence in the design and delivery of homes, neighbourhoods, public and civic buildings, transport and energy infrastructure.

- Our vision is for a Wales that is a better place.
- We promote good design and communicate its benefits.
- We value openness, transparency and mutual respect in a culture where knowledge is shared with all our stakeholders.

The Commission is small, agile and expert. We promote good design and place-making across sectors, prioritising the quality of the built environment in Wales and the design quality of buildings, places and public realm for long term, public value.

Through our advisory services, including the national strategic Design Review Service, Client Support, Training Seminars and Events we engage with colleagues across the disciplines of architecture, urban and landscape design, planning, regeneration and transport who are involved in shaping the countryside, cities, towns and villages of Wales.

We work with practitioners, developers, clients, professional bodies, local authorities, clients and other commissioning bodies, in the design professions, planning, regeneration, transport and energy infrastructure, making our expertise available throughout Wales.

Our small operational team is complemented with additional capacity in the form of a small number of specialist advisors and our expert volunteers appointed to our **Design Review Panel** who support the national Design Review Service. The skills and experience of the whole team span commercial property, regeneration, architecture, sustainability and de-carbonisation, urban and landscape design, energy infrastructure including on/offshore renewables, as well as engineering, planning and transport.

The Commission is a private limited company incorporated by the Welsh Government in 2002 as a wholly owned subsidiary. The Commission receives funds from the Welsh Government for its activities as set out in its company Objects reflected in its Memorandum & Articles of Association and in response to its annual funding framework agreed with the Welsh Government.

Our Objects are:

- To champion **high standards of design and architecture** to the public and private sectors in Wales by promoting wider understanding of design issues and the **importance of good standards in enhancing the built environment** across all sectors.
- To promote design practice that is compatible with the Welsh Government's Sustainable Development Scheme, **promoting best practice in energy efficiency, waste disposal and public transport.**
- To promote design practice compatible with the highest standards in relation to **equal opportunity and promoting social inclusion.**
- Give due regard to promoting **excellence in day to day developments**, like housing estates and industrial units, as well as promoting excellence in prestige projects.

Our Chair and Board of Directors are referred to as Commissioners. In law they are non-executive directors of the limited company that is DCFW Ltd, Company Number 04391072, a wholly owned subsidiary of the Welsh Government.

Commissioners are unremunerated and are appointed via the Ministerial Public Appointments process, controlled by the Welsh Government, in line with the Nolan Committee Standards in Public Life. The ultimate responsibility for Board appointments rests with Welsh Ministers.

Design Advisor – The Role

This opportunity is a full time permanent role.

As Design Advisor you will be a credible professional with experience in the built environment, ideally in urban design, architecture and/or planning. You will be able to effectively communicate and advocate the importance of good design for the built environment across sectors and disciplines and among decision makers. You will have the confidence and communication skills to lead training and engagement programmes for local authorities, private and third sector and other multi-disciplinary audiences throughout Wales.

Design Advisors play an important role in the small dedicated team, helping to devise, develop, promote and deliver DCFW's services, events and training throughout Wales.

You will contribute significant expertise to the DCFW national Design Review Service along with other design advisory and promotional activity, including early engagement with local authorities, scheme promoters, clients and decision makers, so as to achieve positive influence and add value. As a Design Advisor you will take part in review meetings, compose and draft the official comment of the Commission in the form of Design Review reports.

You will play your part in researching and identifying best practice and evidence of the value and benefits of good design to aid DCFW's advocacy via our seminars, publications, advice and reference material and on DCFW's online platforms. Communicating and effectively advocating the importance of good design; promoting DCFW's work, its place-making agenda and the value of good design across all sectors, is central to the role.

In the role of Design Advisor you will have the opportunity to contribute and develop ideas and initiatives such as events, research and publications which enhance DCFW's programme, working closely with colleagues to ensure their development and delivery to the highest standard.

As Design Advisor you will maintain and enhance existing relationships and use your knowledge and initiative to develop new ones in the design and development industries, among scheme promoters, clients, Local Authorities, professional and membership organisations and others.

DCFW works with the members of the development industry, Welsh Government, local planning authorities, education providers, statutory and non-statutory bodies and members of the public. Good design which supports sustainable development and which contributes to the objectives of the Well-being of Future Generations Act and the place-led focus of Planning Policy Wales are fundamental to the Design Commission. The Design Advisor will assist in researching, analysing and contributing expert advice in all consultation documents relevant to national and local national policy objectives and programmes.

The post-holder will nurture existing networks and/or establish new ones, which strengthen DCFW's role as an expert, influential public body and support regular events and CPD support for DCFW's broad, multi-disciplinary network of built environment professionals.

DCFW serves the whole of Wales and the Design Advisor will be expected to travel throughout Wales (and elsewhere as necessary), including overnight stays, as required to execute the responsibilities of the role and the business needs of the Commission. A hybrid working pattern allows for some flexibility alongside the expectation of office based, in person and team working, to serve business needs.

As a member of the Design Commission team the Design Advisor will contribute to our professional, collaborative and creative culture which thrives on mutual respect. All the duties of the Design Advisor will be undertaken in close consultation with colleagues and with the Chief Executive.

Responsibilities and Duties

To assist the development of DCFW's services and their delivery in line with the Commission's strategic and corporate aims, whilst carrying out key tasks as described in the main body of the role specification.

The Design Advisor will assist the delivery of DCFW's national Design Review and associated engagement and consultation services. Involvement with the Review service includes the preparation and drafting of reports, devising and delivering advocacy events; organising and facilitating investigative design workshops and/or focussing on particular projects or otherwise helping to remove barriers to good design.

The Design Advisor will also support close and collaborative working with Local Authorities in Wales in planning and regeneration and with colleagues in the Welsh Government. The Commission's role in enhancing the quality and contributing to positive transformation of the towns, cities and villages of Wales, by adding value through design and placemaking activity and processes, is a key part of this role. This includes support for and development of the Placemaking Wales Partnership.

Along with other team members the Design Advisor will share responsibility for researching and contributing information and inspirational material for advocacy and engagement purposes and for sharing via our website and social media platforms.

General administrative tasks relevant to the post include working closely with the Chief Executive and team to:

- Liaise as necessary with team members and the Design Review Panel.
- Liaise with external bodies to enhance and support existing partnerships and develop new ones.
- Play a key role in preparing the Placemaking Wales partnership newsletter as well as registering and maintaining contact with signatories to the Placemaking Wales Charter. Where appropriate, work closely with the Resources and Finance Manager to secure, control and account for project budgets and monies.
- Maintain effective records, documentation and reporting systems for both internal and external use.
- Devise, promote and deliver events, campaigns and activities which promote good design and good placemaking, and which reflect DCFW's priorities.
- Prepare for and attend meetings/events of DCFW

Essential Attributes

- An instinct for good communication, relationship building and enthusing others combined with the ability to act on initiative whilst actively contributing to the strength and performance of the team.
- Knowledge and experience of design disciplines in the built environment including architecture, urban and landscape design and planning.
- Awareness and understanding of local authority planning, development management and regeneration practice in Wales or elsewhere.
- An understanding and awareness of the importance of decarbonisation and sustainable development.
- An understanding of the commercial property and development sector.
- Integrity and credibility in the design and built environment arena.
- Excellent analytical skills and the capacity to exercise sound judgment.
- The ability to think and act strategically to achieve positive influence and added value.
- Awareness of Welsh Government policy and strategies including Future Wales, Planning Policy Wales, and relevant policy and legislation at national and local levels, along with an understanding of the drive to improve design quality in the built environment as a whole.

You will be fully committed to the promotion of high quality urban, architectural and landscape design.

Essential Experience and Skills

- Experience in the built environment design disciplines such as urban design/ architecture/landscape/development
- A good knowledge of local authority policy and practice and national planning policy in Wales
- Exceptional written and verbal communication skills
- Exceptional organisational and presentation and IT skills
- Efficient, motivated and able to work under pressure, supporting and being supported by colleagues in a small team
- A high degree of energy, enthusiasm, initiative and self-motivation
- The ability to be an effective ambassador for the Commission and its work, enthusing others and building consensus
- Computer/IT literacy and administrative self-sufficiency
- A full, current driving licence

The ability to communicate in the Welsh language would assist the post-holder but is not essential for the role.

The above is a description of the role as perceived at the time of writing and may be liable to change in the future, in consultation with the post holder, to reflect changing requirements.

Culture and Conduct

The Design Commission for Wales has established and nurtured a positive, developmental, creative and collegial culture to which it is fully committed. Our values characterise the kind of organisation we strive to be. We nurture a positive, professional and creative culture and work to continuously improve the efficiency and quality of our services. We value diverse skills and perspectives among our team and board, seeking to promote fairness, inclusion and equality of opportunity at every opportunity.

All team members will act as ambassadors for the Commission in their daily professional conduct and capacity, and in promoting DCFW's work through public platforms including public speaking, events, print, online and broadcast media.

All team members will uphold and demonstrate in action, the Vision, Aims and Values of the Design Commission for Wales, treating colleagues with mutual respect and professionalism.

All team members will act in accordance with DCFW's Annual Framework and Plans; Codes of Conduct and other items contained in its Policy & Procedures Manuals and Handbooks, behaving at all times in a manner commensurate with a respected, publicly funded and accountable body. All team members are bound by and will respect and observe strict confidentiality as to all DCFW business, data and information.

Principal Terms and Conditions:

Title:	Design Advisor
Contract Status:	Permanent, subject to satisfactory completion of a four-month probationary period
Responsible to:	Chief Executive
Location:	Design Commission for Wales 4th Floor, Cambrian Buildings, Mount Stuart Square, Cardiff, CF10 5FL and at locations throughout Wales, as necessary.
Hours of Work:	37 hours per week. Some degree of flexibility is required along with the willingness to travel and cover overnight stays, to meet business needs.
Annual Leave:	30 days per annum in addition to 8 public holidays and 4 discretionary days, pending formal agreement on appointment.
Payment Mechanism:	BACS on 15th of each month Two weeks in arrears, two weeks in advance. Payable on last working day closest to the 15th of the month where it falls on a weekend or public holiday.
Remuneration:	£35K, per annum. Future awards in line with DCFW's remuneration policy and as determined by the Board of Directors.
Pension Scheme:	Local Government Pension Scheme
Equal Opportunities Policy:	DCFW is committed to inclusion, diversity and equality of opportunity in all aspects of its work and all personnel carry out their duties in accordance with this commitment and our Policy.
Notice period:	Employer – three months Employee – three months

DCFW operates a strict no smoking policy. Further detailed terms and conditions will be provided in the contract of employment and are expanded upon in the Staff Handbook.



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