June 2017

Our Ref: Recruitment/UD/062017

Dear Applicant

# Urban Designer

Thank you for your interest in the above post. This letter encloses the following:

* Information about the post
* Application form

If you are interested in applying, please would you send the following:

* Completed application form
* Curriculum vitae
* Examples of your work

Following review of the applications, a short list of candidates will be contacted for interview.

If you would like to talk more informally, please do not hesitate to contact the office and ask to speak to Graeme Atherton (Tel: 01925 844007).

I look forward to hearing from you. Please submit applications by post, or by email to [recruitment@tep.uk.com](mailto:recruitment@tep.uk.com). The closing date is 5pm Monday 19th June 2017.

Yours sincerely

Graeme Atherton

Associate Director (Design)

TEP

Urban Designer

**The Opportunity**

TEP is seeking to recruit a talented Urban Designer to join our Warrington office as part of the Design Team. This is an exciting opportunity to work on a range of masterplanning and urban design projects and to develop your career and expertise in a supportive multidisciplinary practice.

**About TEP**

TEP is an award winning multi-disciplinary environmental consultancy providing high-quality planning and design advice across the UK. We employ environmental and town planners, landscape architects and urban designers, landscape managers, ecologists and urban foresters and other professionals working on a wide-ranging portfolio. TEP is run by 3 Directors and employs around 130 professional and technical staff. Our head office is in Warrington, with a further three offices in Market Harborough, Gateshead and London. We are all passionate about creating quality places for the benefit of people, nature and business.

Our client base is very diverse and includes many Local Authorities, house builders, the Homes and Communities Agency, National Grid, United Utilities, energy generation and infrastructure firms, Forestry Commission, National Trust, and a number of Community Forests. Our work takes us across the British Isles. Please look at our website [www.tep.uk.com](http://www.tep.uk.com/) to see the type of projects we undertake.

**The Role and Requirements**

In this role you will support our team of urban designers, town planners, landscape architects and visualisers. You will assist with a variety of exciting projects from residential and mixed-use masterplans to public realm and landscape led schemes, as well as producing supporting design documents such as vision statements, design and access statements and development frameworks.

You will be enthusiastic, dynamic and above all an excellent designer with a drive to create better places.

We are looking for good knowledge of best practice in urban design and demonstration of a keen interest in all aspects of placemaking. You should have a good appreciation of relevant aspects of urban design and masterplanning skills in analysis, concept design and layouts, report-writing, problem-solving, communication and stakeholder consultation.

Candidates should have a qualification in urban design but are also likely to have a background in landscape, architecture or planning. You may be a recent post-graduate or currently working in a similar role as an urban designer or masterplanner with up to 3 years’ experience.

The role requires supporting team members on projects, ensuring high quality design, graphics, illustration and reports are delivered. You will be proficient in AutoCAD, Adobe Creative Suite (Photoshop, Illustrator and Indesign) and Sketchup with good report writing skills essential. The ability to convey design ideas through hand drawn sketches and layouts is desirable.

You will be well-supported by colleagues and encouraged to innovate where appropriate to create better places and enhance our delivery to clients.

The successful candidate will be based in our Warrington office as part of the Design Team but will be expected to travel from time to time to meet the requirements of projects.

**Person Specification**

**Essential:**

* Bachelor’s degree or higher in relevant subject
* Postgraduate degree/diploma or masters in Urban Design with up to 3 years’ post-graduate experience
* Membership of relevant professional organisation
* Team player who has an open, collaborative approach to placemaking
* Excellent urban design analysis and problem-solving skills with a good understanding of current best practice
* Excellent design and graphic skills to assist in the preparation of a range of high quality plans and graphic outputs
* Good communication and presentation skills with the ability to assist with producing clear and concise written reports
* Self-motivated with attention to detail and high standards
* Ability to deliver outputs on time and to the highest quality
* Proficient in AutoCAD, Adobe Creative Suite (Photoshop, Illustrator and Indesign) and Sketchup
* Computer literacy in MS Office, Excel, Word and Outlook
* Full driving licence

**Desirable:**

* Ability to produce hand drawn sketches and layouts
* Member of the Urban Design Group
* Some practical experience in Landscape Architecture and/or Architecture, preferably gained in a consultancy environment
* Practical experience working on housing and mixed-use development schemes
* Experience in creating visualisations

**Equal Opportunities**

TEP is an equal opportunities employer and is positive about disabled people. We will guarantee an interview for all disabled candidates meeting the eligibility criteria.

**Remuneration**

Salary will be negotiable based on experience and qualifications.

**To Apply**

Please send your completed application form and CV to **recruitment@tep.uk.com**.

Please note that we are only able to consider candidates already eligible to work in the UK

**Closing Date**

Closing date for receipt of applications is **5pm Monday 19th June 2017**

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| **1. Personal Details** |

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| **Name** |  |
| **Address for correspondence**  **(inc postcode)** |  |
| **Telephone Number** |  |
| **Email address** |  |
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| **National Insurance No.** |  |

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| **2. The Post** |

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| **Post applied for:** |  |
| **How did you hear about the post?** |  |
| **In 300 words, tell us about your career to date, your skills and the special attributes you can bring to TEP.** | |
| *You can provide your answer here, or use a separate sheet. Don’t worry if the text spills over into a separate page.* | |

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| **3. Education and Referees – either fill in details below or refer to your CV** (we will verify the authenticity of any qualifications stated on this form) |

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| **College or University attended**  **(State Dates)** | **Degree, diplomas etc. obtained**  **(State grades)** |
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| **Please give details of membership of any professional institutions or societies (and membership number, if known) relevant to the position applied for** |  | |
| **Please provide a name and contact details for two referees who can comment on your professional skills and work experience. One should normally be your present or most recent employer.**  **We will not contact your referees without your permission** | **Referee 1** | **Referee 2** |

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| **4. Present or Last Employment** |

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| **Please provide the name, address & telephone number of Company; and a contact name – we will only contact your employer with your permission** | | | | **Position held** | **Reason for leaving or wishing to leave** | **Current/ Last Salary, pension/benefits package and Annual Leave Allowance** |
| Contact name  Tel:  Email: | | | |  |  |  |
| **Dates employed:** | **From**  **Month/**  **Year** |  | **To**  **Month/**  **Year** |  |  |  |

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| **5. Previous Employment –** if present or last employment was under 3 years please provide employment details to cover this period. If unemployed, please state period of unemployment. |

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| **Name and address of Company** | **Dates employed** | | **Position held** | | **Reason for leaving** |
|  | **From**  **Month/**  **Year** | **To**  **Month/**  **Year** |
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| **6. Other Information** |

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| **Do you hold a full valid UK driving licence, with 8 or fewer penalty points?** | **Yes** |  | **No** |  | **Comment:** |
| **Are you eligible to work in the UK?** | **Yes** |  | **No** |  | **Comment:** |
| **Have you undergone a DBS check\* (Basic Disclosure) in the last 12 months?** | **Yes** |  | **No** |  |  |
| If Yes, please give date: |  | | | | |
| **Have you undergone a screening test for Drugs & Alcohol\* in the last 12 months?** | **Yes** |  | **No** |  |  |
| If Yes, please give date: |  | | | | |

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| **\* Due to client requirements, if successful in your application you will be required to complete a DBS (Basic Disclosure) check and undertake a drugs & alcohol screening test as a condition of employment. If you have this information already, you will need to provide copies of the results to be held in your personnel file.** |

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| **Equal Opportunities –** TEP is an Investor in People. We operate an Equal Opportunities Policy and seek to ensure opportunities for everyone to work safely and maximise their abilities. |

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| **Do you consider yourself to have a disability or long-term health condition?** | **Yes** |  | **No** |  |  |
| **Could we make any special provisions to assist during interview or in your work if successful?** | **Yes** |  | **No** |  | **Details:** |

**I confirm that the information I have provided is true and complete to the best of my knowledge.**

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| **SIGNED:** |  |

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| **NAME:** |  |

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| **DATE:** |  |

Please send the completed form together with a recent copy of your CV and examples of your work, marked ‘Private & Confidential – to Mags Chriscoli, TEP, Genesis Centre, Birchwood Science Park, Warrington, Cheshire, WA3 7BH or email a copy of the completed form to [recruitment@tep.uk.com](mailto:recruitment@tep.uk.com)

Please note there is a 10Mb limit on emails.

Please note that we will always acknowledge each application and if an email response hasn’t been received within 3 working days please contact Mags Chriscoli at margaretchriscoli@tep.uk.com.