

Job description: Urban Design Assistant

REPORTS TO: Project Leader / Head of Urban Design

BASED AT: London / Manchester

PURPOSE: To assist with the delivery of urban design projects across the practice.

Key Responsibilities

Project responsibilities

- Produce design and technical drawings
- Produce presentation material, reports and models
- Liaise with external consultants as appropriate
- Maintain awareness of Levitt Bernstein and QM processes, including the Project Quality Plans, and adhere to them
- Maintain project primer as appropriate
- Other tasks as reasonably required from time to time.

Non project duties

- Attend and contribute to studio meetings and Practice wide meetings
- Keep in touch with allocated studio outside the Urban Design studio and maintain a knowledge of projects and timescales in that studio
- Keep up to date with the work of the practice
- Appropriate understanding of UK legislation, planning, construction and health and safety
- Manage personal CPD.

Skills

- Ability to prioritise workload and meet deadlines
- Good design eye and drawing skills
- Ability to communicate ideas both verbally and visually
- Knowledge of Revit
- Knowledge of Adobe packages.

Qualifications

- A diploma or post graduate qualification in Urban Design.