

Publica

PA TO THE PROJECT TEAM

About Publica

Publica is a research and urban design agency that works at a variety of scales, from the detailed design of a single street to setting the vision and strategy for an entire district. We are an ambitious and energetic company that advises local authorities, landowners, developers, architects and community organisations, both in London and abroad. Our projects are driven by rigorous analysis of place and context, combining active, in-depth fieldwork and documentation with an ongoing study of international best practice.

The team

Publica's team has detailed knowledge and understanding of urban conditions, coupled with a high level of technical expertise in the fields of public realm and urban design, strategic planning, research, film production, communications and graphic design. We place great emphasis on producing engaging, informative and accessible communications material as an integral part of our project work, in the dissemination of our research, and as a tool for advocating for a holistic, evidence-based approach to urban growth.

The position

Publica is looking to recruit a new PA to the Project Team and Urban Design Director.

The role will encompass overall responsibility for management of the Urban Design Directors diary and communications as well as managing the practice diary.

Duties will include ensuring the office space is tidy and an enjoyable environment for the wider team and our clients, providing on hand support to the Studio manager in day to day ad-hoc tasks, ensuring project teams are informed of internal meetings and schedules for the week, taking meeting minutes where required, assisting the project teams and directors with materials/information required for project meetings, assisting the team with recruitment needs including correspondence and scheduling interviews. Full job description including principle responsibilities available upon request.

This role will suit a well organised and sociable candidate with an eye for detail and a creative flair.

Potential candidates should have minimum one years' industry experience working in a similar position. This role will report directly to the Studio Manager.

Publica is a fast-growing, 30-strong multidisciplinary urban design practice, which can offer a supportive working environment for the right candidate, together with opportunities to grow and develop within the company.

Salary

Negotiable, based on experience.

Initial three-month contract, with a view to a permanent position.

Applications

To apply for this position, please send your CV and cover letter to recruitment@publica.co.uk stating *PA to the Project Team application* in the subject line. Your cover letter should state clearly why you are interested in working with Publica, and what you would bring to this role.