

Publica

PROJECTS DIRECTOR

Publica is a research and urban design practice 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.

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 good design at all scales and on producing engaging, informative and accessible communications material as an integral part of our project, in the dissemination of our research and to advocate for a holistic, evidence-based approach to urban growth.

The position

The role of a Projects Director is to manage projects and help support the development of our growing business. Key responsibilities will be to lead a team consisting of Senior Urban Designers, Urban Designers and Project Assistants in delivering, planning, designing and writing area surveys, public realm studies, public realm visions and concept designs for sites across London. This is a client-facing role working closely with the Executive Directors and other Projects Directors. Potential candidates should have professional experience of producing urban design and public realm or equivalent within architectural practice, including detailed analytical work. They should have minimum eight years industry experience working on detailing and delivering public realm schemes and a thorough understanding of our sector.

At present we are looking for project directors who might contribute specifically in the areas of Visions and Strategies or Applied Urban Design, or across both. A brief description of relevant expertise in these service areas is as follows, and these should be read in conjunction with examples of work elsewhere on Publica's website:

Vision and Strategy

Candidates would have experience in the analysis of wide scale urban conditions, brief setting and the development of frameworks and concept designs for public spaces, urban integration schemes or masterplans. Candidates with experience both analysing and working on developments for complex sites with multiple stakeholders, as part of larger design teams would be desirable. Working closely with private and public sector clients at decision-making level would also be beneficial.

Applied Urban Design

Candidates would have a strong design background and experience as a Project Architect,

Landscape Architect or equivalent. Experience in translating analysis of wider scale urban conditions, visions and strategies into deliverable designs for the public realm is essential, as are technical knowledge and experience leading teams designing, detailing and delivering hard landscape and streetscape schemes. Experience of developing proposals for complex sites with multiple stakeholders, managing teams and working closely with private and public sector clients at decision-making level would also be beneficial.

Key responsibilities

- Work with the Executive Directors of Publica to develop the strategic direction, vision and intent of each project.
- Act as project lead by taking overall responsibility for the delivery of multiple/complex projects including overseeing the management of the time/resources of the wider Publica project team and the coordination, as appropriate, of the following tasks;
 - o On-site area surveying, including interviews, photography, drawing and mapping.
 - o Carrying out desk based and archival research.
 - o Analysing research findings, writing reports and assembling case studies.
 - o Producing hand drawn and digital visualisations of both current conditions and design proposals.
 - o Schematic public realm designs developed to a level to allow for high level costing.
 - o Built form proposals and capacity studies.
- Take overall responsibility for adherence to project deadlines and the effective coordination with internal teams, such as graphic design, research, communications and administration.
- Collaborate with and co-ordination of project consultants and sub-consultants.
- Take overall responsibility for the compilation, writing and editing of reports, in close collaboration with Director responsible for quality assurance, research and policy.
- Present findings and recommendations to external audiences and maintaining on-going client relationships, including correspondence, organisation and attendance at client meetings, client events and public meetings.
- Take overall responsibility for the Project Risk Register and weekly Progress Report, identifying any issues to be addressed.
- Assist with, and independently, fostering new client relationships and contribution to sales proposals/tenders / scopes of work for additional services, where appropriate.
- Represent Publica to potential clients and the public, including giving presentations about Publica's work.
- Support the Practice Director and Managing Director, working closely with them to ensure projects are managed within budgets and required timeframes and contributing to wider resourcing considerations, including office wide work planning, team development and recruitment.
- Mentor of junior staff to ensure Publica has the skills appropriate to the range of projects.
- Develop the skills of junior staff to ensure Publica has the technical skills appropriate to the range of projects and assisting with external recruitment to build the team.
- Attend internal staff meetings, including weekly team meetings and business development planning where required.

- Maintain digital and paper office filing systems relating to the above projects.
- General office duties relating to the above work such as printing, tidying or day-to-day correspondence. Developing skills of junior staff to ensure Publica has the technical skills appropriate to the range of projects, and assisting with external recruitment to build the team.

Other office duties

- Project filing - checking files and folders are in place and monitoring the filing system.
- Manage agreed budgets for project costs with the Practice Director.
- Client liaison, including correspondence, attending client meetings if required.
- Attend internal staff meetings, including weekly team meetings and project meetings.

Contract duration and salary

We are able to offer a permanent post, or a fixed term appointment of either six months or 12 months. In addition, we will be offering a maternity cover appointment running for one year from July 2021. Please make your preference clear in your application. Salary is negotiable and based on experience.

Applications

Please send a CV, cover letter and portfolio (PDF format, max 10MB) to recruitment@publica.co.uk stating Projects Director application in the subject line.

Although Publica does not yet hold a Tier 2 licence we are happy to consider applications with this requirement while awaiting licence.

EDI Statement

Publica recognises the importance of diversity both within our team and the wider industry.

We aim to create an inclusive workplace for all that reflects the communities we serve. It is critical to our work that we understand and represent different perspectives and ways of experiencing the urban environment, so that when it comes to designing cities we can ensure that they are more functional, beautiful, and above all, equitable.

We particularly encourage applications from people of all backgrounds, experience, age, nationality, race, sex, sexual orientation, gender identity, religion, belief and disability. We're committed to ensuring all our staff can succeed and thrive, and offer an inclusive, family-friendly, equitable culture with flexible working and regular opportunities for training and staff development.

We are respectful, supportive and welcoming to each person on our team, the people that we work with on our projects, and to everyone in our wider community. As a result, we have built a wide network of clients, collaborators and friends of the company who share our ethos and values.

“Cities have the capability of providing something for everybody, only because, and only when, they are created by everybody.”