

# Space Syntax

## HRM JOB DESCRIPTIONS

April 2021

## Project Consultant

<b>JOB TITLE</b>	<b>Project Consultant</b>
<b>REPORTS TO</b>	Project Leader & Project Director
<b>REVIEWED BY</b>	Executive Directors
<b>JOB PURPOSE</b>	<p>Project Consultants undertake evidence-based design work, typically involving data gathering and analysis, spatial analysis, data interpretation and data presentation, producing reports and recommendations, as instructed by and reporting to, the Project Leader. For example, Project Consultants carry out the analysis of proposed sites to establish a spatial layout design that can be recommended to clients to enable the most viable architectural design or urban planning proposal.</p>
<b>KEY ACCOUNTABILITIES</b>	<p><b>Project Delivery</b></p> <p>Under the general guidance of the Project Leader, the Project Consultant will take responsibility for the following processes, in accordance with the operational procedures defined in our Quality Management System:</p> <ol style="list-style-type: none"><li>1. Data Gathering<ul style="list-style-type: none"><li>• Collect required data from the client and other sources.</li><li>• Search for information related to the project. This can include client's design principles, site information (including policy background, topographical, topological, landscaping, architectural) and other related literature as required.</li><li>• Prepare survey briefs and coordinate survey work with subconsultants.</li><li>• Produce materials for the surveys, such as detailed scale drawings, maps and sheets for observations.</li></ul></li></ol>

## 2. Data Analysis

- Collect data from survey staff or subconsultants.
- Coordinate data entry.
- Review quality and analyse the collected data through the creation of maps and statistical analysis.
- Spatially analyse the site and the architect's/client's proposal, if any, through Space Syntax techniques, ensuring that relevant site conditions are considered.

## 3. Data Interpretation

- Quality control the output or results of the analysis.
- Extract key findings from the analysis.
- Discuss with the Project Leader the results of the analyses, agreeing on the nature and status of the current site, the impact of the client's proposal, ideas for alternative planning and design approaches and whether further analysis is required to understand the site/proposal and deliver to the client's expectations.

## 4. Data Presentation

- Agree on a report and/or presentation layout and structure with the Project Leader. Set up the report, producing and inserting graphics as needed and following our Graphic Style Guide.
- Develop the visual and written content for such a report.
- Produce and deliver final, approved copies of the report to the client.
- A Project Consultant will not usually be expected to attend client meetings but may have the opportunity to do so on occasion.

## 5. Data Management

- Ensure that project data is organised, version controlled and archived.

### ROLES REPORTING IN

Related to specific projects and may include survey staff or subconsultants (e.g. for observations or data entry) and Interns.

## KEY INTERFACES

### Internal

- *Daily:* Project Leaders, Interns and support team.
- *Monthly:* Survey staff or subconsultants as projects require.

### External

- Clients, on a project basis (normally at start-up to gather data and on delivery).

## RESOURCES / SCOPE

- Monetary Responsibility – monitor budget for observations and data entry by hours worked (as agreed with the Project Leader)
- Equipment to control – survey materials.
- Managing time for output delivery, in line with agreed timelines and allocated resourcing, as discussed with the Project Leader.

## PERSON SPECIFICATION

- BSc/First Degree in a technically-related subject (e.g. space syntax, architecture/urban design/planning, statistical analysis, etc.). A higher degree (Masters or equivalent) in a related topic is preferable.
- Project experience (work or academic) and appreciation of the 'office' environment.
- Awareness/knowledge of/sensitivity for the latest industry developments related to the built environment, including property development, real estate planning, consumer behaviour, public transport and active mobility planning, network analysis and architectural/urban planning market trends.
- Awareness of space syntax techniques, with experience in using GIS software, specifically QGIS. Experience in using ArcGIS and/or MapInfo is an advantage but not essential. Applicants should be confident in statistical software applications such as RStudio and/or JMP, as well as 2D and 3D software packages, such as AutoCAD, SketchUp and/or Rhino/Grasshopper.

# Working at Space Syntax Limited

## ABOUT SPACE SYNTAX

Space Syntax provides creative expertise in architecture & urban planning. Operating worldwide, we combine global design experience with advanced digital technologies that forecast the social, economic & environmental impacts of development.

We help shape policies, planning strategies & design proposals that benefit people, property & the environment.

### Mission

To create **Thriving life** in buildings and urban places: enhancing the social, economic and environmental performance of building and urban places by applying, developing and disseminating a unique, science-based and human-focused approach to their planning, design and operation.

### Vision

A built environment in which life thrives. This requires the right balance of connectivity, movement, awareness, encounter and exchange at every scale of placemaking.

### Role

To provide knowledge, leadership, tools and support to all involved in the creation of buildings and urban places.

## EMPLOYEE OWNERSHIP

Space Syntax became employee-owned in July 2015.

Employee ownership has enabled the contribution of employees to be more formally reflected within the ownership framework of the Company, sending a clear message that their input is appreciated and their engagement and collaborative approach is valued in real terms. Furthermore, it guarantees the long-term stability of the company as innovation is driven and decisions are informed by its employees. Employees share in the success of the company through our bonus payment scheme.

**We value**

Responsible behaviour | Continuous innovation  
Clear communication | Teamwork

Working at Space Syntax requires a commitment to these Core Values and their associated behaviours:

**Responsible behaviour**

- We embrace the mission of Space Syntax to nurture *thriving life* in buildings and urban places
- We take ownership of our work and deliver what we promise
- We have relationships based on trust
- We make sure we are prepared
- We understand that our work impacts on the overall success of Space Syntax.

**Continuous innovation**

- We establish objectives and focus on achieving them
- We consider a range of scenarios
- We are open to new ideas
- We learn from mistakes
- We keep questioning.

**Clear communication**

- We use effective and efficient methods to reach our target audiences
- We listen carefully and engage actively
- We deliver work that is evidence-informed and quality-controlled
- We simplify without being simplistic
- We explain why, what and how.

**Teamwork**

- We have a positive attitude
- We motivate each other
- We give constructive feedback
- We consider our colleagues' needs
- We seek help when we need it and offer help when we can.

## EMPLOYEE BENEFITS

Space Syntax is an equal opportunity employer, providing a supportive and friendly working environment.

We offer the following benefits to our employees:

- Annual Leave entitlement, starting at 20 days per annum plus Bank Holidays for full time staff working a standard week of 37.5 hours. This rises to a maximum of 25 days after five years' service. This entitlement is pro-rated accordingly for employees who work a non-standard week
- Flexible working opportunities
- Company pension scheme
- Private medical insurance scheme
- Season ticket loan scheme
- Cycle to Work scheme
- Professional & personal development opportunities