

Urban Studies/Design, Planning & Real Estate – Jobs and Work Experience

This information sheet is aimed at anyone considering a career in Planning, Planning & Development, Property or Urban Studies/Design. It lists where to look for jobs and work experience, and in particular, it explains how to make the most of the help available to students of the Department of Urban Studies & Planning.

FINDING JOBS AND WORK EXPERIENCE OPPORTUNITIES

The Careers Service and staff in your department will notify you about jobs, placements, careers talks and events where you can meet employers. Make sure you regularly **check your email**. Students in Urban Studies & Planning should also use the 'Employability Hub' resources in the **Student Information on MOLE**. However, we cannot do your job search for you. To have the best chance of finding jobs and placements, spread the net as widely as possible. In a competitive jobs market, you should use a variety of methods, including adverts on jobsites and in publications, speculative enquiries to employers, and networking.

For vacancies related to Town Planning/Property/Urban Design:

- **Career Connect** Jobs and work experience vacancies on the Careers Service's vacancy listing. Access Career Connect via MUSE or www.sheffield.ac.uk/careers/students/jobs
- **Royal Town Planning Institute** www.rtpi.org.uk Advice on working as Planner in the UK and internationally, including work in International Development. Lists vacancies at jobs.theplanner.co.uk The Online Directory of UK Planning Consultants www.rtpiconsultants.co.uk/listing is useful to identify employers to contact about possible jobs/work experience. Note: many consultancies are multi-disciplinary, meaning they may also be relevant for commercial real estate and/or urban design.
- **Local councils/Public Sector** The public sector jobsite www.jobsgopublic.com carries Planning jobs in local authorities and other public sector organisations in the UK. If you are looking for work in a particular location, look for jobs on the local council's website, where you can also find contact details of the local Planning Department. Links to council websites are on www.gov.uk/find-your-local-council
- **Useful publications** include 'Planning' magazine www.planningresource.co.uk. Graduate career guides for planning and property such as 'Target Jobs Property' and 'Careers in Property' are available via the Department of Urban Studies and Planning and the Careers Service.
- **Planning Resource** jobs.planningresource.co.uk lists vacancies. You can see details of employers to contact about work experience via the Recruiter Listing, and read the site's Careers Advice section.
- **Planning jobs in the UK** www.townplanningjobs.com and www.planningjobs.com Search by Category, e.g. 'Graduate' or 'Assistant'.
- **Urban Design Group** lists Urban Design practices at www.udg.org.uk/directory/list and the UDG practice directory is at www.udg.org.uk/directory. Jobs page at www.udg.org.uk/jobs
- **Commercial Real Estate, Planning, & Planning and Development** For jobs with planning and property consultancies see targetjobs.co.uk/career-sectors/property; www.propertyweek4jobs.com; www.ricsrecruit.com; www.propertyjobs.co.uk; and www.building4jobs.com
- **RICS** (Royal Institute of Chartered Surveyors) has an online international directory of Surveying firms you can use to find details of employers www.ricsfirms.com
- **UK housebuilding firms** www.hbf.co.uk/our-members/housebuilder-directory
- **International Development** Useful sites include World Service Enquiry www.wse.org.uk and its jobs section www.wse.org.uk/work/job.htm. For more advice on working in International Development, see the Careers Service information www.careers.dept.shef.ac.uk/pdf/intdevcareers.pdf
- **www.indeed.co.uk** lists jobs across all the Built Environment professions.

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Uncovering 'hidden' jobs

Employers do not always advertise their opportunities, and many students contact organisations directly to ask about possible jobs or work placements. Be proactive and develop your network – get to know people in your chosen area of work or make 'speculative' applications by sending your CV to organisations. See the advice at www.shef.ac.uk/careers/students/jobs/creative on using this 'creative' approach to finding work.

Working outside the UK

Many of the sites listed on the previous page are primarily for the UK, but of course similar websites exist for other countries. The 'International careers' resources at www.careers.dept.shef.ac.uk/infotree provide links for many different countries covering jobs, internships, employer directories, work permits and CV/Resumé advice, and are relevant to any student looking to work outside the UK.

If you are an **international student** in Urban Studies and Planning, there is additional help on the 'Employability Hub' resources on MOLE and on the Careers Service pages for International Students www.shef.ac.uk/careers/students/inter.

Jobs and work experience outside Planning/Real Estate/Design?

Vacancies for jobs and work experience are listed on **Career Connect**. You can also get advice on internships, vacation work, part-time and voluntary work from the Careers Service's **Placement Team** and **Student Jobshop**. A good place to start is www.shef.ac.uk/careers/students/jobs which includes our guides to finding graduate jobs, placements and part-time work.

USING SOCIAL MEDIA TO FIND JOBS

Social media is an essential way to find jobs and raise your profile in your chosen career.

Facebook and Twitter - follow planners and consultancies that interest you and find out about the latest jobs. Join in discussions, re-tweet interesting tweets, and generally get yourself known.

LinkedIn The professional networking site LinkedIn is an excellent way to connect with professionals and find careers advice and jobs. Planning and Property-related 'groups' and employers have LinkedIn pages which you can use to follow industry news, or make contacts. To be effective you need to make sure your Personal Profile looks 'professional' and that you follow the rules of 'netiquette' when emailing potential contacts. For advice social media and your career see www.sheffield.ac.uk/careers/students/gettingajob/media

HELP WITH APPLICATIONS AND INTERVIEWS

Whether you are applying for graduate jobs, internships or part-time work, employers expect you to produce high quality applications that clearly explain your suitability and motivation to work in the role you are applying for. Before you start to complete an application form or write your CV and covering letter, you should look at the advice and resources on the Careers Service website where there are sample CVs and cover letters, example answers to application questions, as well as help with interviews and more.

Use this advice to help you draft your CV or job application, or to prepare for an interview and then contact the Careers Service to talk to an adviser. We can review your application with you and advise you on interview techniques. We can also help you with your career plans, if you don't know what you want to do after your degree. Our contact details appear at the bottom of this publication.

MAKING THE MOST OF YOUR WORK EXPERIENCE OR PART-TIME JOBS

Any work experience will add to your skills and knowledge, whether it's relevant to your degree or not. You just need to describe what you've done in a way that shows prospective employers that you have the skills they are looking for. All organisations require people who can work with their customers, solve problems, and work in a team. They want people who are commercially aware, understand the need to keep costs under control, and can help them be profitable. You can get all that from most student jobs; you just need to show that you made a successful contribution to your employer's business.

To do this, keep a record of your work experience and other activities: list examples of what you did and the skills and knowledge you gained, and use these in your applications and interviews.

To add to your CV, you can also gain The Careers Service's **Skills for Work Certificate**, an award which recognises your work experience www.shef.ac.uk/careers/students/advice/sfwc