

# Job Description

## Architect

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Reporting to: Associate or Partner responsible for the project.

Responsible for: Assigned members of the Project team.

Level of Qualification: RIBA Part III or equivalent

### General:

- Carry out the technical development of the project, and lead and manage the design team and its delivery of design information on time and within budget, as appropriate.

### Design:

- Carry out the detail design within the framework of the project objectives including drafting and CAD work for the project
- Ensure project design development and implementation are in accordance with practice design standards and including the co-ordination and integration of all internal or external consultant design or relevant information input

### Project Management:

- Prepare and maintain project drawings in compliance with QA and Safety management Systems.
- Ensure the adequate integration of technical information and statutory requirements into design and production drawings
- Prepare drawings for planning, tender or construction purposes.
- Prepare reports and documentation
- Administer project related information in line with standards and procedures of the Practice
- Co-ordinate and liaise with internal and external parties
- Attend key meetings
- Keep Project Associate regularly updated on progress of work and/or anticipated problems
- Ensure that the resources schedule and fee draw-down are in line with agreed fee arrangement.
- Identify resource gaps and solutions to best remedy those gaps
- Chair project meetings and ensure that everybody in the team is aware of roles responsibilities and reporting lines and scope of work involved
- Ensure dialogue with team members
- Ensure that personal training needs are met
- Promote team goals and ensure efficiency and effectiveness of team

### Technical Skills Required:

- Understanding of CAD/BIM and implications on project management
- Excellent design communication skills – written and verbal
- Technical ability to specify and select products
- Ability to produce coherent and well resolved architectural designs
- Sound knowledge of building technologies, regulations and planning applications
- Knowledge of technical standards, regulatory frameworks and health & safety requirements
- Site experience

### Personal Skills Required:

- Strong team player
- Good methodical and analytical skills
- Ability to plan, manage and prioritise workload
- Ability to work under pressure
- Ability to act with integrity at all times
- Ability to embrace diversity
- Excellent time management skills and ability to multitask
- Diplomacy and ability to resolve disputes in a professional manner
- Ability to chair meetings
- Excellent communication and presentation skills
- Excellent project management skills.

These are the key tasks as currently defined. They are not listed in priority order. From time to time the key tasks may be varied and the post holder will be expected to take on such variations within the constraints of the position and the level of responsibility implied in it.