

# Architectural Assistant Part 2

## Hawkins\Brown Job Description

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<b>Reporting to:</b>	Associate or Architect responsible for the project.
<b>Role:</b>	Purpose of the role is to contribute to the design and delivery of the project and provide general assistance to the team.
<b>Level of Qualification:</b>	Qualified to RIBA Part 2 or equivalent overseas-approved qualification.

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### Key Areas of Responsibility

#### Design

Carry out the detail design within the framework of the project objectives including drafting and CAD work for the project.

#### Project

- Prepare and maintain project drawings in compliance with QA and Safety management Systems.
- Research project briefs, materials and construction products
- Ensure the adequate integration of technical information and statutory requirements into design and production drawings.
- Prepare drawings for planning, tender or construction purposes.
- Assist in drafting architects instructions and certificates
- Draft and amend concept, detail and technical designs.
- Assist with preparation of written specifications, where appropriate
- Assist with administration of project information.
- Assist in with preparation of 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 Architect regularly updated on progress of work and/or anticipated problems.
- 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:

- Ability to produce coherent and well resolved architectural designs
- Knowledge of building technologies, regulations and planning applications
- Knowledge of technical standards, regulatory frameworks and health & safety requirements
- Understanding of duty of care arising from the relationships between client and architects and consultants, employer and employees

- Knowledge of CAD standards.
- Excellent 2D / 3D CAD and DTP skills

**Personal Skills required:**

- Strong team player
- Good methodical and analytical skills
- Ability to plan, manage and prioritise workload
- Ability to work under pressure

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