

# Sustainable Design Advisor

## Hawkins\Brown Job Description

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Reporting to: Partner

Role: Sustainable Design Advisor

Salary: Depending on experience

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### **Key Areas of Responsibility:**

#### **General:**

Assist on development and implementation of sustainable design processes within all sectors and across the practice. This will include integrating the RIBA Plan of Work Green Overlay into our office processes, implementing and leading regular sustainable design reviews and ensuring actions from these are carried out. In order to do this, full knowledge of relevant sustainable design software is required.

#### **Typical Activities:**

- Ensure the office is operating within the ISO 14001 Environmental Management certification and policy documentation in regards the design outputs
- Introduce and promote the use of Revit plug-ins and other technical tools across the office, working with other support staff including BIM Assistant
- Support the practice in implementing passive design principles into projects
- Offer advice to design teams on methods of ensuring sustainability is integrated that supports sustainable economic models, social and cultural sustainability
- Attend project start up meetings
- Propose sustainable brief for projects, in collaboration with design teams and their engineers
- Attend interviews for project specific Sustainability Consultants where required
- Assist project teams in setting up sustainability workshops with the client and design teams, including setting appropriate agendas
- Carry out sustainable design reviews at key project stages including inception, early design, planning and technical design and assist project teams in arranging these in a timely manner
- Continue the management of our programme of Post Occupancy Evaluations
- Provide BREEAM advice where applicable
- Provide advice for material specification based on responsible procurement processes, embodied carbon and waste reduction
- Lead the development of sustainability text for tender submissions for new work
- Assist with CPD programme in line with RIBA curriculum
- Assist in research, where applicable

#### **Working with:**

- Architectural and interior design teams
- Revit technicians within the office
- M&E and Environmental engineers

#### **Skills Required**

- Part 1/Part 2 or Masters level Architectural Training

- Masters level degree in environmental design or equivalent
- An understanding of design and the RIBA work stages
- A familiarity with BREEAM
- Knowledge of key thermal modelling and environmental analysis packages including IES, Safaira and Revit 360
- Highly self-motivated with ability to motivate teams
- Good communication skills and fluency in written and spoken English
- Hands on approach with the confidence to provide creative input
- Be adaptable in a fluid design environment
- Be committed to continuous development and sharing of knowledge
- Work across the whole office
- Excellent organisation skills
- Problem solving skills
- Ability to research and maintain updated technical skills
- Professionalism

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.