

SENIOR ARCHITECTURAL TECHNICIAN/ TECHNOLOGIST

VACANCY

1.00

Position:

Senior Architectural Technician/ Technologist

2.00

Reporting to:

Associate/ Partner

3.00

Qualifications:

HNC/ HND in construction related subject or Degree in Architectural Technology or similar, preferred MCIAT preferred
Completion of Contract Administration study Course as directed by Partners.

4.00

Role within practice

- Project runner and design team coordinator generally focusing on a single primary project
- Client liaison on small commissions under guidance of team leader.
- Representative the practice externally through client and consultant liaison.
- Mentor for less experienced staff members.
- Developing project and team leadership role within the practice. Developing technical design approach and bringing experience to the realisation of design concepts. Key role in the development of design proposals from RIBA stage 4 onwards and involvement in project development across all work stages.

5.00

Job Function

Essential post for the development of projects from RIBA stage 4 onwards. Dependent upon project sizes, generally concentrating on a single larger project with others in development.

The primary day to day project running role generally post contract, with responsibility and reporting direct to Associates and Partners and in accordance with RIBA guidance and good practice ensuring office resources respond to project requirements.

6.00

Responsibilities

Provision of Technical Services including:

- Technical Design
- Design team coordination
- Chairing and documenting design team meetings
- Attendance at (and running of where necessary) site meeting
- Assisting senior team member in the preparation of project programme.
- Maintaining records of site visits and telephone conversations
- Issuing and receiving drawings and other project information
- Assisting in the management of planning protocols and liaise with the relevant local authority officers. Management of building regulations protocols and liaison with relevant authorities. Maintenance of relevant trackers.
- Producing letters, reports, presentations and other documentation on Microsoft Word, Publisher and PowerPoint
- Answering telephone queries, and redirecting or taking messages where appropriate.
- Comprehensive Computer Skills including:
 - CAD package as appropriate to projects (Revit/ Autocad)
 - Adobe Photoshop
 - Adobe InDesign
 - MS Office 365 including Word, Publisher, Excel and Project
- Maintaining an effective job filing
- Completing weekly timesheets
- Attending / taking part in whole office Friday morning meetings.
- Additional roles within the practice may be required in order to manage office functions such as BIM/ IT/ CPD/ QA.

7.00

Training/ Support

Continued professional development through recognised CIAT structure will be supported by the practice.

Vacancy

D5 Architects LLP

Ref: D5 Architects – Job Description – Senior Technical

SENIOR ARCHITECTURAL TECHNICIAN/ TECHNOLOGIST

Self directed courses, seminars, etc. will be supported by the practice where the individual can demonstrate their relevance to the practice.

8.00 Career Progression

It is anticipated that Senior Technicians/ Technologists within the practice will progress to Associate.

9.00 Contact

CV's to be emailed in pdf format to:

Phil Russell, Office Manager

prussell@d5architects.net

10.00 Office Address

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