

Job Description

Architect

Architect-P01

The following job description is to be read in conjunction with employment contracts and D5 Architects employee's handbook. Any discrepancy between these documents is to be reported to a partner for rectification.

Job title:

Architect

Reporting to:

Project Lead/ Associate/ Partner

Qualifications:

RIBA Part 1 - Degree in Architecture from an ARB/ RIBA accredited school – essential

RIBA Part 2 - Post Graduate Diploma in Architecture from an ARB/ RIBA accredited school – essential

RIBA Part 3 - Post Graduate Masters or Diploma in Architectural Practice – essential

(The above can be replaced with equivalent qualifications from other countries supported by a UK NARIC Statement of Comparability)

Current registration with the ARB as an Architect – essential

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 design approach and bringing experience to the realisation of design concepts. Key role in the development of design proposals from inception to completion.

Job Function

Essential post for the development of projects at all levels. Dependent upon project sizes, generally concentrating on a single larger project with others in development.

The primary day to day project running role 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.

Key second stage development of long term working relationship with clients with day to day responsibility for client liaison and reporting.

Responsibilities

The project architect will be expected to be aware of the company's agreed scope of service and to work within these requirements. They should advise the Project Lead (or Associate/ Partner) if at any point they believe additional services are being requested by the client.

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Management of project costs against fees in liaison with Partners during the progression of the project for which they are assigned project runner role.

Provision of Architectural Services including:

- Design
- Contract Administration including financial control in coordination with QS and certification under guidance of team leader
- Brief taking and documentation
- Client Liaison
- 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.

Autonomous working and leading junior team members in design, detailing, model making, graphics, filing, administration and recording of information for projects.

Carrying out/ drawing up measured building surveys.

Attending and giving presentations and forming part of bid teams where necessary

Maintaining records of site visits and telephone conversations

Issuing and receiving drawings and other project information

Managing the planning and building control protocols and liaise with the relevant local authority officers. Maintenance of relevant trackers.

Assisting in the preparation of invoices

Informing Partners of any events which may require the attention of the company's PI Insurers.

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
- MS Office 365 including Word, Publisher, Excel and Project
- NBS Chorus

Maintaining an effective job filing including the PQP

Completing weekly timesheets

Attending / taking part in whole office Friday morning meetings.

Other tasks as necessary in the day to day function of the office including archiving and answering telephones.

Additional roles within the practice may be required in order to manage office functions such as:

BIM/ IT/ CPD/ QA



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Business networking including the promotion of the practice at supplier led events.

Training/ Support

Continued professional development through recognised RIBA structure will be supported by the practice. Architects must maintain their own CPD records as required by ARB

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

Career Progression

It is anticipated that Architects within the practice will progress to Senior Architect level.