

**Job Description**  
D5 Architects LLP

Date: February 2017  
Ref: 2017 Associate

**ASSOCIATE**

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:**  
Associate

**Reporting to:**  
Partner

**Qualifications:**  
Current registration with the ARB as an Architect or MCIAT or other professional accreditation.

**Role within practice**

Senior management team member responsible for both project management and business management functions. Team leader managing a number of commissions across the office team. Responsible for running and managing an internal team to deliver commissions.

Client liaison on multiple projects as defined by workload and scale of project.

Prominent representative of the practice externally through client and consultant liaison.

Mentor for less experienced staff members.

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**

Management of internal team across multiple projects. Conduit for communication between management team and project team

Management role including financial assessment of live projects and active role in resourcing or commissions.

Essential post for the development of projects at all levels. Dependent upon project sizes, the Associate may oversee and lead multiple projects and will be expected to lead and support junior team members in the delivery of projects.

Overseeing others in their role of running projects 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 Associate will be expected to agree and develop the scope of service on projects and to work within these requirements. They should ensure that team work within an agreed scope of service and that any requests for work outside this agreement are agreed in writing including implication on fee if any.

Management of project costs against fees in liaison with Partners during the progression of the project

Attendance at weekly resourcing meetings.

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
- Preparation and management of project programme

Leading of all team members in design, detailing, model making, graphics, filing, administration and recording of

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information for projects.

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 where appropriate.

Preparing and issuing 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
- Adobe InDesign
- MS Office 365 including publisher, excel and project

Maintaining an effective job filing including the PQP where appropriate

Completing weekly timesheets. Ensuring completion of time sheets by others in line with financial monitoring protocol

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

Preparation and submission of BID documentation where necessary.

Business networking including the promotion of the practice at consultant and client led events.

**Training/ Support**

Continued professional development through recognised RIBA/ CIAT 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 Associates within the practice will progress to Partner level.