

Job Description
D5 Architects LLP

Date: February 2017
Ref: 2017 Senior Architect

SENIOR ARCHITECT

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:
Senior Architect

Reporting to:
Associate/ Partner

Qualifications:
Degree in Architecture from and ARB/ RIBA approved school – essential
Post Graduate Diploma in Architecture from and ARB/ RIBA approved school – essential
Post Graduate 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 on multiple projects.
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 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, the senior architect may oversee and lead multiple projects and will be expected to lead and support junior team members in the delivery of projects.

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 Senior Architect will be expected to assist the partners in agreeing and developing the scope of service and to work within these requirements. They should advise the team leader if at any point they believe additional services are being requested by the client

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
- Preparation and management of project programme under guidance of team leader.

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

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

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
Assistance in the preparation and submission of BID documentation.
Business networking including the promotion of the practice at supplier and consultant 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 Senior Architects within the practice will progress to Associate level.