

Job Description

Architect

Job Overview:

You will work as part of the RSS team, designing new buildings and the spaces in and around them. You will also help restore and conserve old buildings, and develop new ways of using existing buildings. You will be involved in construction projects ranging in size and complexity from the earliest stages right through to completion.

Responsibilities and Duties:

You will be expected to work as a professional architect and adhere to The Architects Code: Standards of Professional, Conduct and Practice, as published by the ARB (Architects Registration Board).

Your work will involve, but is not limited to:

- preparing and presenting design proposals to clients
- preparing planning applications and presentations
- producing detailed drawings, schedules and specifications for costing, tender and construction
- writing and preparing reports as required at each project stage
- negotiating and cooperating with contractors and other professionals
- attending regular meetings with clients, consultants, contractors and other specialists. This is likely to include attending occasional out-of-hours meetings at weekends and during evenings such as planning committees, governors' meetings, public consultations etc.
- co-ordinating the work of consultants, contractors, suppliers and subcontractors
- administering the Building Contract or assisting others in doing so
- making site visits to assess context, meet with clients, check on progress and deal with problems that might come up during building and beyond
- making sure that the project is running on programme

As an architect you will report either directly to a Director or, if working within a team lead by another architect, to that architect.

Qualifications:

You will be ARB registered following successful completion of an architectural education which is equivalent to RIBA Parts 1, 2 and 3.

You will be able to provide appropriate certification as follows:

- ARB Registration
- RIBA membership (where applicable)
- RIBA Part 1 equivalent qualification or exemption (2.1 classification or above)
- RIBA Part 2 equivalent qualification or exemption

Any variance from this will be assessed by the directors and only accepted at their discretion.

Experience:

If recently qualified you will have a minimum of 24 months experience working within an architect's practice assisting qualified architects carry out their duties. Otherwise you will have worked as an architect and will be able to evidence a range of skills across all project stages.

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Specific skills:

We expect you to have a wide range of skills as listed below:

You will

- be inventive and imaginative.
- be passionate about buildings and the built environment.
- care about people who use our buildings and with whom we engage in our daily work.
- aim for the highest levels of sustainability in your designs and in the delivery, use and long-term performance of our buildings and projects.
- have good team working skills.
- be able to work to a deadline and to manage your time efficiently and effectively.
- be able to work independently whilst recognising when to seek assistance.
- have strong visual awareness and an eye for detail.
- have good drawing skills (hand and computer), with the ability to work in 3D.
- be proficient in a range of software including: AutoCAD, Revit, Sketchup, InDesign, Photoshop, Word, and Excel.
- have a systematic approach to document management and production with a high level of accuracy.
- write well and clearly.
- have excellent verbal expression and presentation skills.
- be aware of, and able and/or willing to implement the BIM project delivery methodology.
- be able to manage and lead others: Managing colleagues assisting you on projects, eventually leading a team of architectural staff within the office and leading full consultant design teams.
- have knowledge of the Building Contracts and how to administer them.
- be familiar with and work within current regulatory guidance in respect of planning law, building regulations and other common construction-related legislation and best practice standards.
- be aware of and embrace Health & Safety considerations, legislation and best practice within the office and as an architect within your design work and when visiting sites and our clients in their organisations or on their property.
- be willing to learn and embrace training and CPD initiatives both at a personal level and office-wide.
- be prepared to take on tasks outside of your daily role as an architect on a specific project.
- understand the fee structures and scope of appointment of your projects and work within them.

Any skill gaps will be identified at the commencement of your employment and steps taken to plug them. These will be reviewed on an ongoing basis as well as formally at your annual review.

Personal characteristics:

You will abide by our Code of Conduct which is based on our three core principles of Honesty, Integrity and Competency. You will be

- a good communicator (visually, verbally and in the written word)
- personable
- punctual
- reliable
- hard-working
- considerate of others
- inquisitive