

Job Description for Architectural Technologist

Main details

Name	Staff ID:
Job Title	Architectural Technologist
Department/Discipline	Architecture
Place of work	5 The Triangle, Wildwood Drive, Worcester WR5 2QX
Line Manager	Discipline Director

Purpose

To provide experienced professional support to the project Design Teams in competently implementing the requirements of individual project briefs.

Ensure the commercial interests of the Project Employer and the Company is safeguarded.

To provide design proposals, professional expertise and support, working in direct collaboration with the project design teams in competently implementing the requirements of individual project briefs.

Perform the role of Design Team Leader (DTL) where so named in the Project Quality Plan (PQP).

To contribute to the success of the company.

Key Activities and Responsibilities

Refer to the Person Specification at pages 4 and 5 for detailed technical and personal skills and experience required for this position.

Core activities

Proactively work within the team to offer highly creative and innovative solutions.

Work within a team where people enjoy the work they do and are able to create and exploit opportunities for self-development for their own and One's benefit.

Contribute to workload programming in the team, coordinating both input and output with the other disciplines and reporting output to the Directors in time for monthly Executive meetings.

- Fully implement and/or cooperate in the implementation of the Company's:
 - Health and Safety policies provided upon employment and as updated thereafter.
 - Quality Management System with particular regard to duties allocated to this Job Title.

Contribute to the wellbeing of the Company by being proactive in its development and improvement at all times. Carry out any other duty reasonably requested by the Directors.

Project responsibilities

Be able to lead a project from the inception through to the construction and handover phase, including preparing drawings, BIM models, specifications, tender and construction information, monitoring works in production and dealing with clients, contractors and suppliers.

Work as an integral collaborative member of a project team faithfully carrying out the activities that would be expected of a competent qualified design professional. Such duties will include, but not be limited to:-

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- Defining, recording and maintaining by appropriate means project brief information from the client and/or other relevant parties to determine design input information.
- Preparing feasibility studies and strategy documents.
- Preparation of tender information to include services layouts, schematics and accompanying documents i.e. specifications; generally using BIM models where practical.
- Preparing detailed designs and/or construction details for whole (traditional) projects, buildings, elements or components, including associated specifications, schedules, calculations and the like; generally using BIM models where practical.
- Clearly communicating by appropriate means proposed solutions to all design team members and client team.
- Attending meetings, taking, preparing, checking and issuing minutes where required.
- Acting as the point of contact for own discipline with other Lead Designers and the like.
- Preparing and coordinating discipline work stage programme(s) for the design process.
- Co-ordinate the design of constructional elements including work by other disciplines and consultants, specialists or suppliers; elements with work by other disciplines and consultants, specialists or suppliers.
- Ensuring the form and content of design outputs, their interfaces and verification procedures are in accordance with the requirements of the PQP.
- Contribute to the Consultant Appointment process to identify necessary fees.
- Ensure the allocated project resources for which you are responsible return a profit, but without risk to Clients, or the Company. Wherever it would be reasonably apparent that profitability of resources allocated cannot be assured the circumstances are to be reported to the relevant Director.
- From information provided by the Design Team Leader (DTL) calculate, adjust and agree requirements and costs for the involvement of own discipline project resources.
- Monitor and report on progress of own discipline to the DTL ensuring that resource utilization for own discipline remains within the budget agreed; and
- Report on any disruptions to the resource utilisation caused by reasons beyond own control and otherwise explain any discrepancies in anticipated profitability as soon as such discrepancies become apparent.

Management responsibilities

Contribute to team and overall studio resource planning and deployment.

Actively ensure the fee forecasts for all elements of the projects identified above are maintained in an accurate and up to date manner.

Use best endeavours to ensure One maintains a positive profile and is proactive and consistent in its dealings with clients and contacts.

Work with the design team on individual projects ensuring that solutions are identified which meet and where appropriate surpass the client brief/expectations.

Business Development

Actively promote the Company to external parties and in particular to organisations and people who represent key areas of interest to the Company as identified in its Business Plans.

Take responsibility for developing strong two-way business relationships with 'key account' clients where nominated as main contact.

Ensure One maintains a positive profile and is proactive and consistent in its dealings with all clients and contacts.

Work with the design team on individual projects in a variety of sectors ensuring that solutions are identified which meet and surpass the client brief.



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Review of Job Description

This job description outlines current duties and responsibilities; however, it is subject to review and amendment in the light of developing or changing services and as part of the annual Individual Performance Review.

Confirmation of Agreement

It is agreed that the duties and responsibilities identified above accurately reflect those required of the post holder.

Signed _____ (Employee)

Name of Director:

Signed _____ (Director)

Dated ____/____/20____

Person specification	Essential	Desirable
Qualifications	Chartered Institute of Architectural Technologists (CIAT)	Chartered Membership
Knowledge and Experience	<p>Professional with more than 5 years' relevant post qualification experience, including individual responsibility for project delivery</p> <p>Thorough first-hand knowledge of modelling, specification and report writing.</p> <p>Demonstrable ability to work creatively both as lead designer and in collaboration with a multidisciplinary team.</p> <p>Commercial awareness of working within client budgets and impact of design principles and selection of equipment on other disciplines.</p> <p>Experience of leading a Design Team.</p> <p>Exceptional technical knowledge and understanding of the application of the Building Regulations on a project by project basis.</p>	<p>Demonstrable experience of key account management and effective client relations.</p> <p>Experience of running multiple projects.</p>

Person specification	Essential	Desirable
<p>Skills and Abilities</p>	<p>Well-developed understanding of regulations. Ability to design creative solutions balanced with a strong technical ability.</p> <p>Able to develop and communicate sketch proposals, select appropriate systems, prepare design drawings and illustrations, prepare tender and construction details and documentation, monitor works in production and on site, deal with clients, contractors and suppliers.</p> <p>Commercially aware in both business management and delivering to cost plan.</p> <p>Comfortable and proficient in using ICT effectively including sketch design, engineering analysis tools, Microsoft Office tools, especially Word and Excel. Knowledge and experience of controlling of outputs from CAD design systems including 3D drawing programs (such as Revit).</p> <p>Able to work autonomously and on own initiative. Excellent project management and communication skills with demonstrable evidence of working to timelines and within budget and able to manage a project team.</p> <p>Excellent liaison skills across the whole of the project team. Excellent attention to detail.</p> <p>Able to make decisions in a timely manner based on information and facts.</p> <p>Demonstrable ability to work creatively both as lead designer and in collaboration with a multidisciplinary team.</p>	<p>Experience of working within multi-disciplinary teams with a passion for integrated collaborative design and delivery.</p> <p>Experience of working effectively in a multi-stakeholder environment.</p> <p>Experience of using Revit and working in a BIM environment.</p> <p>Experience of using Navisworks and undertaking a clash detection process.</p> <p>Experience of working within a collaborative BIM workflow across multiple disciplines.</p>
<p>Personal Qualities</p>	<p>Empathy, sympathy and a desire to understand and respond to client problems and issues.</p> <p>An outstanding communicator with a positive and cheerful disposition.</p> <p>Self-motivated.</p> <p>Client facing.</p> <p>Confident.</p> <p>Team player.</p> <p>Ability and drive to deliver in challenging circumstances including working occasional unsociable hours where applicable.</p> <p>Demonstrable leadership and development of others.</p>	<p>Experience of negotiating fees.</p>



Person Specification