



Job Description for Architectural Assistant – RIBA Pt III

Main details

Job title RIBA Pt III Architectural Assistant
Department/Discipline Architecture
Place of work 5 The Triangle, Wildwood Drive, Worcester WR5 2QX
Line Manager The Associate Director in charge of your discipline work group

Purpose

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

Key Activities and Responsibilities

Core activities

- Fully implement and/or cooperate in the implementation of the Company’s
- Health and Safety policies provided on Employment and as updated thereafter.
 - Quality Management System with particular regard to duties allocated to this Job Title.
 - Business Plans

Carry out any other duty reasonably requested by the Directors or your Line Manager.

Project responsibilities

Work as a collaborative member of a project team faithfully carrying out the tasks allocated, being mainly the preparation of design documents including drawings, schedules and calculations.
 Prepare documentation including technically sound design solutions from partially developed draft design information provided. All work undertaken is to be checked, reworked if required and approved by an appropriately professionally qualified project team member prior to issue.
 Assist the Project Discipline Lead Designer generally in the design and production aspects of projects in any way as requested.

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 postholder.

Signed:
Employee

Name of Director:

Signed:

Dated: