

Job Description: Architectural Assistant: ARB/RIBA Part II Qualified

Last updated 11.05.18

The description and list below are the expectations of the role and are not exhaustive.

Reports to:

Senior Architect or Architect

Responsibility for: You may be responsible for overseeing the work of other more junior team members or students on work placements, dependant on workload and project structures.

Role Statement:

You will be working as an Architectural Assistant as part of a team producing exemplary designs through all RIBA Stages. From time to time you may be required to assist in the design management of the wider Brick by Brick portfolio to ensure that the highest design quality and standards are delivered in order to support the Brick by Brick business plan.

As an Architectural Assistant, you will be required to create high quality drawings, images, documents and designs to support the delivery of high quality architectural and development outputs to tight deadlines. This will involve the management of large volumes of data and liaising with external consultants. You should be able to work autonomously and have the ability to take on the day to day aspects of running parts of a project under the guidance of a more senior colleague. This should include the ability to establish and implement appropriate systems and processes to best manage large, complex and wide ranging information. You will be required to procure and manage external consultants where activities are outsourced to get the best value and outcome.

You will operate within the governance, financial and legal frameworks of Brick by Brick at all times. You should be developing a commercial awareness of the viability and cost aspects of each project you are involved in, and undertake your work in the most effective way to ensure that the profits returned to our shareholder(s) are optimised. You will be working towards being able to build the case for investment in specific schemes by demonstrating and/or assessing the deliverability, quality and viability of development proposals;

You will act as a design advocate for the activities of Brick by Brick and Common Ground Architects and start to build good working relationships with external contacts, stakeholders and clients. You will help foster a team atmosphere of knowledge sharing and development and provide mentorship to less experienced members of the team.

At the discretion of the Head of Design, you may be required to contribute to a part of the day to day running of the business in order to support the functioning of the team as a commercial architecture practice and its continual improvement.

Specific Minimum Qualifications and Expertise:

- RIBA/ARB Part II accredited Post Graduate Degree or equivalent with a minimum of 12 months relevant work experience;
- Experience of creating and implementing systems and processes to manage significant volumes of complex information relating to development projects;
- Understanding of issues affecting design and delivery of development projects in urban areas;
- Up-to-date understanding of construction technologies;
- An awareness of the issues affecting work delivered in a political environment;
- Excellent designer and innovative thinker;
- Competent use of computer aided drawing packages. AutoCAD preferable, but competent use of other similar packages acceptable. Experience of 3D and/or BIM systems preferable;
- Competent use of appropriate technologies to generate high quality reports including graphic design, diagrams and high quality visualisations;
- Experience of, and ability to, produce drawing packages and written specifications through all RIBA Stages;
- Excellent team working skills and effective individual management skills;
- Ability to communicate ideas, concepts, issues and financial information clearly and simply both verbally and in writing;
- Demonstrable ability to work under pressure and to tight deadlines

