

POST TITLE	ARCHITECTURAL TECHNICIAN
DIRECTORATE	PLACE
SERVICE	SUSTAINABLE DEVELOPMENT/ SUSTAINABLE CONSTRUCTION DELIVERY
RESPONSIBLE TO	ARCHITECTURAL MANAGER
NUMBER OF POST HOLDERS	4
ACTING UP/ SECONDMENT	N/A

PURPOSE OF JOB

Undertake a range of projects/areas of work to support a professional architectural design service. Effective delivery of design services on a variety of building construction related projects, including major capital projects. Ensure all schemes are delivered upholding best practice project management skills to achieve the highest affordable standards, on programme and within budget to meet the project brief through RIBA stages 1-6.

MAJOR TASKS/JOB ACTIVITIES

- Support the Architectural Manager and Project Architects with the development and implementation of architectural design, construction and building maintenance on allocated projects.
- Ensure that all work is carried out in accordance with client briefs, specified requirements and current regulations/ legislation.
- Act as Project Designer/Design Team Leader/Contract Administrator on projects as required and support Project Architects as appropriate in the technical delivery of Projects.
- Provide Technical Support and Digital Design processes on projects as required assisting Project Architects and the Architectural Manager in applying project BIM Execution Plans and Project Information Management Strategies. Ensure effective management of CAD/ BIM systems and associated equipment.
- Complete a weekly time sheet to record time spend on all projects they are working on.
- Liaise with external consultants when commissioned to assist internal consultancy on specific projects.
- CDM Regulations – when appointed as Principal Designer carry out the duties as prescribed in the current CDM regulations. When working in the team environment or acting as a designer, ensure all necessary information required by the Principal Designer is provided and to act upon any advice given by them.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- The post holder will be, at minimum, HND qualified in Architectural Design with experience of working in a design or construction environment. They should hold an associate membership (or equivalent) of a relevant property related professional body such as MBIAT.
- The post holder should have experience of working in a commercially aware environment and have sound knowledge of managing new build and alteration projects, of varying sizes and complexity, both on and off site. They should also have experience of working within multi-disciplinary project teams.
- The post holder should be experienced in the use of AutoCAD, specification software such as NBS chorus, Revit and BIM level 2 systems. An understanding of the SFT's Standard Information Management Plan would be advantageous.
- A working knowledge of Passivhaus design principles or a Passivhaus related qualification would be desirable.

- The post holder will bring forward solutions to resolve various complex problems encountered during the development and execution of projects. The post holder must consider the deliverability of proposed solutions.
- The post will work with other internal departments and a range of external bodies and will require the post holder to build and maintain strong working relationships and should always present a positive impression of the Council.
- The post holder shall monitor and manage overall progress on projects, escalating to the Architectural Manager as appropriate to ensure on time delivery.
- The post holder shall ensure awareness of legislative changes at national and local level, as well as the implementation of best practices within the construction industry.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- This post requires hybrid working including working in an open plan office environment where a desk share policy is in operation. Care should be exercised in the prolonged use of IT equipment in accordance with the Council's policy and guidelines.
- The post holder will be required to regularly spend time on construction sites in all weather conditions, which may have a requirement for extended periods of exposure to noise, dirt, dust, etc, and could involve work from scaffolds in confined spaces or at heights. Access to all areas of a building will be required through a variety of methods including external access equipment such as scaffolds and mobile access platforms all within a properly risk assessed environment complying with health and safety & Council guidelines and policy.
- The post holder should also ensure that their own PPE is up to date and in good working order. The Council shall provide PPE within the terms and conditions of employment.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- The post holder has no responsibility for direct staff management but will be required to manage design teams and project teams as appropriate.

RESOURCES

- The post holder will have responsibility to undertake surveys and audits of many projects, varying in size and complexity, carried out by external contractors and in house service delivery teams.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the Council Health and Safety Policy.