

JOB DESCRIPTION

Post title	Senior Architectural Assistant
Division / Section	Property & Facilities Management / Building Programme Team
Department	Resources
Responsible To	Architect
Number of post holders	5
Acting up/ Secondment	N/A

Purpose of Job

Undertake a range of projects/areas of work to provide 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. Service shall include all normal contract related operations from inception, through feasibility, design, tender documentation, contract administration, financial management, to final account and signing off making good defects.

Major Tasks / Job Activities

Provide technical advice on all matters relating to design services and the condition of the Council's property.

Support the Architectural Manager in the management role with particular regard to the development and implementation of architectural design, construction and maintenance.

As Design Team Leader or Project Architect, provide the design expertise on allocated projects.

Ensure that all work is carried out in accordance with client briefs and specified requirements such as Council Standing Orders, RICS Guides, British and European Standards, Building Standards, relevant sustainability regulations, policies and conditions and ensuring the application of statutory and other controls, such as Planning and Building Standards, with regard to contract administration and management is made.

Ensure adherence to site standards and practices, including H&SWA, CDM Regulations etc.

Act as Project Manager/Contract Administrator/Project Designer/Design Team Leader/Principal Designer on all projects as appropriate.

Provide assistance to the Architectural Manager to enable capital and revenue budgets to be formulated and monitored.

Arrange for project programmes to be prepared and to arrange with the Architectural Manager the formation of design teams, comprising all relevant disciplines.

Assist the Architectural Manager to allocate work to staff and as applicable, complete a weekly time sheet to record time spend on all projects they are working on. This requires to be done on a weekly basis and recorded utilising either CAFM or AS400 Systems.

On a project basis, monitor fee expenditure, together with staff resources so as to ensure the efficient and effective execution of all work.

Undertake project management, contract administration and liaison work with external consultants when commissioned to assist internal consultancy on specific projects.

Prepare written and verbal reports for departmental management and others.

Advise on the feasibility, viability and cost implications of proposals by clients and external parties in relation to and building or development of interest to the Council.

Ensure effective systems management of CAD and associated equipment.

Assist the Architectural Manager in developing design competitions.

Support Area Managers on relevant design matters with regard to planned capital investment and cyclical maintenance.

CDM Regulations – Principal Designer Role, the post holder shall;

- As required by the CDM regulations, act as Principal Designer on all projects where appointed as such.
- When working in the team environment, the post holder is expected to work with the team and to ensure all necessary information required by the Principal Designer is provided and to act upon any advice given by them, in line with the requirements of the current CDM Regulations.
- When appointed as Principal Designer, carry out the duties as prescribed in the current CDM regulations, and ensure the Client is aware and understands their responsibilities, role and obligations under these regulations while ensuring delivery of day to day duties for the project

Supervision and Management of People

The post holder has no responsibility for direct staff management.

The post holder will be required to manage design teams and project teams as appropriate and to hold design team staff accountable for delivery as required in support of multiple, concurrent projects.

Creativity and Innovation

The post holder will bring forward solutions that resolve various complex and technical problems for the design team during the development and execution of projects. These shall include but not be limited to,

existing site and/or building constraints, financial; limitations, statutory obligations and regulations, time and quality constraints and programming/delivery concerns. The post holder must consider the deliverability of proposed solutions and must consider ways of avoiding any obstacles to delivery.

Contacts and Relationships

The post may represent the Council to a range of external stakeholders, and should present a positive impression of the Council at all times.

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.

Decisions (Discretion)

The post holder will provide expert advice and guidance at a technical level in operating decision making.

Responsible for delivering service within budget, on time and to agreed standards, that will require making decisions on budgets, product standards and contractors. The post holder will seek advice on complex or unusual cases as appropriate as way of escalation and check in support of next steps.

Decisions (Consequences)

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.

The post holder is responsible for the management of financial resources and control of the clients allocated budgets, regularly monitoring these in line with project works to completion.

The post holder will be a signatory for the council in authorising valuation payment certificates, instructing of works through Architects Instructions, writing works orders, purchase orders and approving invoice payment.

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.

Projects may range up to £40 million in value. Project turnover per annum is circa £25 million, with a fee income of £2 million per annum.

Environment – Work Demands

The post holder will be required to operate effectively in a dynamic environment. The demands of best value, partnership working and local governance arrangements will impact on the complexity of this post.

The post holder will manage often conflicting views and priorities to ensure balanced and customer focused approach while meeting the regulatory obligations and the strategic aims of the Council.

Environment – Physical

Work will be required in an office environment with regular onsite visits in all weather conditions, which may have a requirement for extended periods of exposure to noise, dirt, dust, etc, and regularly work from scaffolds, in confined spaces (such as attics or basements) or at heights.

Environment – Working Conditions

The post holder will be required to spend time on site in all weather conditions, which may have a requirement for extended periods of exposure to noise, dirt, dust, etc, and regularly work from scaffolds (30% of time), in confined spaces (such as attics or basements – 20% of time) or at heights (30% of time).

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.

Environment – Work Context

The post holder will be required to represent the Council in professional capacity at all times.

The post holder will spend periods of time sitting in an open plan office 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 require access to all areas of a building 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 will operate in accordance with the Council's Lone Working Policy.

Knowledge and Skills

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.

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 managing multi disciplinary staff as members of project teams. A reasonable knowledge and appreciation of other professional disciplines is therefore required.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety

and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

The posy holder should also have Asbestos and Legionella awareness training and hold a valid CSCS card (Visitor). A working knowledge of construction H&S legislation is also required.