

## **Role Definition**

**Job title:** Architectural Assistant (Part II or Equivalent)

**Reporting to:** Project Leader / Job Captain of the current project on a day to day basis and ultimately to the Senior Partner

## **Responsibilities**

- To prepare, develop and edit, under the guidance of the project leader or nominated architect, drawings, models, images and other documents relating to the design
- To seek to understand the design project
- To develop, where required, representations of design options for further discussion by the design team
- To record evidence of your professional experience in accordance with the requirements of the RIBA (or equivalent as applicable e.g. AIA)
- To have thorough knowledge of and compliance with F+P procedures and standards
- To contribute, or otherwise assist, as required by the Project Leader or Group Leader, or nominated Architect

## **Qualities & skills required**

### **Essential**

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Evidence of a good design understanding e.g. a good design portfolio
- Ability to use a variety of media in the development and documentation of a design project
- Good interpersonal skills and the ability to work well in a team
- A flexible and open attitude towards new ways of working and commitment to independent, life long learning

### **Desirable**

- Ability to take initiative in response to direction or instruction
- Evidence of the ability to understand design decisions taken by others
- Ability to work well under pressure, and meet deadlines efficiently and effectively budget
- Ability to use some of the following: MicroStation, PhotoShop, Illustrator, InDesign, Internet Explorer, Word, Excel, Outlook, PowerPoint

This job description reflects the core activities of the role although there will be changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work.

September 2009