

## **Role Definition**

**Job title:** Architect

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

## **Responsibilities**

- To understand the design project
- To prepare, and develop where required, drawings, models, images and other documents relating to the design
- To assist where required in the co-ordination of the internal design team
- To take responsibility, where required by the project leader, for specific areas of the design and project development
- To liaise, where appropriate, with members of the external design team and other associated organisations or companies
- To seek, and record evidence of, continuing professional development (CPD) and an annual Personal Development Plan (PDP) 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

## **Qualities & skills required**

### **Essential**

- Previous experience working in an architectural practice
- Legally able to work in the country in which the position is based
- Ability to understand and formulate design decisions and present for discussion
- 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
- Ability to take initiative in response to direction or instruction
- Ability to work well under pressure and meet deadlines efficiently
- A flexible and open attitude towards new ways of working and commitment to independent, life long learning

### **Desirable**

- Understanding of the architects role in the co-ordination and integration of project information and management
- Ability to assist with the management of junior assistant architects on the team
- Understanding of financial aspects of running a design project on time and on 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