VACANCY
glancy nicholls architects

glancy nicholls
architects

Position: **Senior Technologist**
Must have the right to work in the UK

EXPERIENCE REQUIRED:

- 5 years post-qualification experience required.

ROLE WITHIN PRACTICE

Project runner and design team co-ordinator generally focusing on a single primary project.
Client liaison either independently on small commissions or independently / under guidance of project lead on larger projects.
Represent the practice externally through client, consultant liaison and networking events.
Mentoring of less experienced staff members.
Developing project and team leadership role within the practice.
Developing technical design approach and bringing experience to the realisation of design concepts.
Key role in the development of design proposals from RIBA stage 4 onwards & involvement in project development across all work stages.

JOB FUNCTION

Essential post for the development of projects from RIBA stage 4 onwards. Dependent upon project sizes, generally concentrating on a single larger project with others in development.

The primary day to day project running role generally post contract, with responsibility and reporting direct to Associates and Directors. Sound knowledge and understanding of the roles and responsibilities of the design process in accordance with RIBA guidance and good practice. Able to work autonomously whilst managing and supervising other office resources whilst responding to project requirements.

RESPONSIBILITIES

Provision of Technical Services including:

- Technical Design
- Design team coordination
- Chairing and documenting design team meetings
- Attendance at (and running where necessary) site meetings
- Preparing project programme

Maintaining records of site visits and telephone conversations.
Issuing and receiving drawings and other project information.
Management of planning protocols and liaison with the relevant local authority officers.
Management of building regulations protocols and liaison with relevant authorities.
Maintenance of relevant progress trackers.
Producing letters, reports, presentations and other documentation on Microsoft Word, Excel, Publisher and PowerPoint.
Answering telephone queries, and redirecting or taking messages where appropriate

Comprehensive Computer Skills including:

- CAD package as appropriate (Revit/ Microstation/ SketchUp)
- Revit is an essential with minimum 3 years' experience; please state level of experience
- MS Office Software

Completing weekly timesheets and forecasting timescales for packages.
Attending / taking part in CPD presentations.
Other tasks as necessary in the day-to-day function of the office including archiving and answering telephones.

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Additional roles within the practice may be required in order to manage office functions such as:
BIM/ IT/ CPD/ QA
Responsible for management and leadership of work experience students as necessary under guidance of team leader.

APPLICATION CONTACT

CV's and portfolios to be emailed in pdf format to:
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0121 456 7474

OFFICE ADDRESS

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