# ARCHITECT
Job Description

glancy nicholls
architects

**JOB TITLE:** Architect
**LOCATION:** Birmingham
**Must have the right to work in the UK**

**QUALIFICATIONS REQUIRED:**

- RIBA Part 1 - Degree in Architecture from and ARB/ RIBA approved school – essential
- RIBA Part 2 - Post Graduate Diploma in Architecture from and ARB/ RIBA approved school – essential
- RIBA Part 3 - Post Graduate Diploma in Architectural Practice – essential
- (The above can be replaced with equivalent qualifications from other countries supported by a UK NARIC Statement of Comparability)
- Current registration with the ARB as an Architect – essential
- 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 and management 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.
Involvement in project development across all work stages.

**JOB FUNCTION**

Essential post for the development of projects at all levels. 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.

Key second stage development of long-term working relationship with clients with day to day responsibility for client liaison and reporting.

**RESPONSIBILITIES**

An architect will be expected to be aware of the company's agreed scope of service and to work within these requirements. They should advise the team



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leader if at any point they believe additional services are being requested by the client.

Management of project costs against fees in liaison with Associates and Directors during the progression of the project for which they are assigned project runner role.

Provision of Architectural Services including:

- Design
- Contract Administration including financial control in co-ordination with QS and certification under guidance of team leader.
- Brief taking and documentation
- Client Liaison
- Design team co-ordination
- Chairing and documenting design team meetings.
- Attendance at (and running of where necessary) site meeting.
- Assisting senior team members in the preparation of project programme.

Autonomous working and leading junior team members in design, detailing, model making, graphics, filing, administration and recording of information for projects.

Carrying out/ drawing up measured building surveys.
Attending and giving presentations and forming part of bid teams where necessary.
Maintaining records of site visits and telephone conversations.
Issuing and receiving drawings and other project information.
Managing the planning and building control protocols and liaise with the relevant local authority officers. Maintenance of relevant progress trackers.
Informing Associates or Directors of any events which may require the attention of the company's PI Insurers.
Producing letters, reports, presentations and other documentation in Microsoft Word, Publisher and PowerPoint.
Answering telephone queries, and redirecting or taking messages where appropriate.

Comprehensive Computer Skills including:

- CAD package as appropriate (Revit/ Autocad/ SketchUp)
- Adobe Photoshop
- Adobe InDesign
- MS Office Software

Maintaining effective job filing including QA processes.
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.

Additional roles within the practice may be required in order to manage office functions such as:

- BIM/ IT/ CPD/ QA
- Business networking including the promotion of the practice at supplier led events

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**TRAINING AND SUPPORT**

Continued professional development through recognised RIBA structure will be supported by the practice. Architects must maintain their own CPD records as required by ARB.
Self directed courses, seminars, etc. will be supported by the practice where the individual can demonstrate their relevance to the practice.

**CAREER PROGRESSION**

It is anticipated that Architects within the practice will progress to Senior Architect level

*Glancy Nicholls Architects are an Equal Opportunity employer and a copy of our Equal Opportunities, Discrimination and Harassment Policy is available upon request.*

*Agencies need not apply.*

If you wish to apply, please forward your CV and covering letter including your salary expectations to **j.scanlon@glancynicholls.com**



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