

**Job Title:** Associate

**Job Summary:** Wide ranging architectural design, coordination, liaison, team leadership and management role

## Key responsibilities:

### Project Control:

- Be the point of contact for all high level project issues
- Leadership of all RIBA Plan of Work stage 0 - 7
- Ensure that the project set up and project framework are well established at the outset.
- Put in place a strategy for regular project design meetings, progress meetings, workshops, reviews, presentations.
- Be responsible for relevant project and contract administration, Planning and Building Control applications, consents and approvals.
- Ensure projects are correctly closed out

### Design Control:

- Lead and develop design solutions
- Ensure the coordination of structure, MEP services, specialist systems, external envelope elements, interior design elements, vertical circulation elements, wayfinding elements, external landscaping into the overall design
- Ensure internal design reviews occur at key points in the design process, and are documented.
- Ensure that quality, environmental, health & safety issues are considered at an early stage for each project.
- Ensure there is a robust audit trail for key decisions, risk and opportunity, CDM design risks, changes to brief, scope, programme, fee

### Commercial Control:

- Manage projects efficiently and profitably and alert commercial risks to the Director
- Understand the resource profile and profit target for the project at the outset and assist in managing the work within those constraints.
- Ensure the project is set up on Internal management systems, regularly review the status of projects
- Ensure there is a robust audit trail for key decisions, risk and opportunity, CDM design risks, changes to brief, scope, programme, fee
- Ensure all client instructions are communicated to the other design disciplines.

### Quality Control:

- Ensure the company's Quality Management System is adopted and communicated throughout the team.
- Ensure that client initiatives, project processes, review and approval procedures are adopted and implemented by the project team.
- Manage the outcome of any internal or external audits carried out on the team's projects.

### Team Management:

- Ensure team structure, line management, roles and responsibilities are defined and understood across the team.
- Conduct End of Probation reviews and annual Appraisals for relevant team members.
- Liaise accordingly with the Director / HR team regarding training and mentoring requirements for team members.
- Contribute to reports required by the Directors.

### Business Development:

- Support the directors and Marketing team in generating business development opportunities
- Contribute to the preparation of bids and submissions for future work.
- Develop a reputation in the marketplace for which enhances Pascall+Watson's overall profile and ability to win work

## Knowledge, skills, qualities required:

- Excellent technical knowledge and experience
- Demonstrate a sound knowledge of construction and building legislation
- Excellent communication and presentation skills
- Proven team leadership and ability to build a network of relationships that enhance our capability to win new work.
- Excellent software skills as appropriate to the sector and project, as well as project and management tools