

Job Title : Architect

Job summary : Wide ranging architectural design, coordination and middle management role

Location: Blackfriars. Pascall+Watson operates a hybrid working policy, wherein employees are expected to be in the office a minimum of 2 days a week.

Key responsibilities:

Project Control:

- Be the point of contact for a particular work package or project.
- Involvement in all RIBA Plan of Work stages 0 - 7
- Understand any client initiatives / project processes / review & approval procedures and assist in implementing them within the project / team.
- Understand the key documentation and management tools on the project : the brief / the project process / the programme / the Project Quality Plan / the budget / the fee / the resources / the project constraints / the activities and deliverables we are required to deliver
- Develop the design and contribute to the key project documentation : GA drawings / details / schedules / specifications / visualisations / reports
- Plan out and oversee project assistants' activities and deliverables, ensuring that deadlines are met.
- Participate in all relevant project design meetings / progress meetings / workshops / reviews / presentations.
- Accurately and fairly record meetings / significant telephone conversations / as appropriate.

Design Control:

- Develop design solutions that are thought through / technically compliant / buildable / consistent with P+W design philosophy / meet the client brief and aspirations / detailed to an appropriate level / well documented.
- Contribute to the coordination of structure / MEP services / specialist systems / external envelope elements / interior design elements / vertical circulation elements / wayfinding elements / external landscaping / etc, into the overall design.
- Contribute to internal design reviews at an early stage and at key points in the design process.
- Contribute to the preparation of good quality presentation material which is consistent with that produced for other projects for the same client.
- Develop a sound knowledge of construction and building legislation / keep informed about technical and legislative developments / pursue CPD opportunities.

Commercial Control:

- Be alert to commercial risks to the business and liaise with the Project Leader, Associate or Director accordingly.
- Be aware that all change needs to be documented and approved and that any resulting time / cost / quality implications are defined and agreed prior to undertaking any additional work.
- Understand the resource profile and profit target for the project at the outset and assist the Project Leader / Associate / Director in managing the work within those constraints.
- Complete timesheets accurately and faithfully on Rapport on a weekly basis

Quality Control:

- Adopt the company's Quality Management System, including: Project Quality Plan / effective reviewing of incoming and outgoing documentation / compliance with project CAD & BIM plan / use of standardized documentation / internal design reviews
- Contribute to any internal or external audits carried out on the team's projects.

Team Management:

- Contribute to a dynamic, architecturally aware, and well-motivated team environment
- Be aware of team structure / line management / roles and responsibilities
- Be alert to training requirements for team members and liaise accordingly with the Project Leader / Associate / Director
- Contribute to reports occasionally required by the Directors on resources / fee forecasting / design issues / health + safety issues

Business Development:

- Be alert to marketing and business development opportunities and bring them to the attention of the Project Director or Marketing Manager
- Occasionally contribute to the preparation of bids / submissions for future work
- Keep personal CV up to date, in collaboration with the Marketing team

Knowledge, skills and qualities required:

- Good technical knowledge and experience : building technology / building codes / design standards / coordinated project information / NBS specification / quality, environmental, health + safety considerations
- Good communication skills : spoken English / written English / graphical ability

JOB DESCRIPTION ARCHITECT

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- Good soft skills : team working / proactivity / adaptability / deadline focused / well organised / self-motivated / honesty / professionalism
- Good software skills as appropriate to the sector / team / project : Revit / Sketch-up / Adobe Creative Suite / InDesign
- Registration with the Architects Registration Board