

Job Title: Senior Associate

Job Summary: Wide ranging architectural design / coordination / liaison / team leadership / management / business development 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 following are adopted and implemented by the project team
- 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 all 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 that quality, environmental, health & safety issues are considered at an early stage for each project.
- Ensure that all architectural, structural, services installation, and other building elements are technically coordinated throughout the design.
- Ensure internal design reviews occur at key points in the design process, and are documented.
- 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, liaise with the Director regarding any commercial risks
- Understand the resource profile and profit target for the project at the outset and assist the Director in managing the work within those constraints.
- Ensure the project is properly set up on Internal Management Systems
- Regularly review the status of projects
- Ensure there is a robust audit trail for key decisions, project risks, health & safety risks, and changes in project parameters.
- 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 with Director/HR team regarding training and mentoring requirements
- Contribute to reports required by the Directors

Company Development:

- Champion a particular architectural or company generic area of expertise

Business Development:

- Support the directors and Marketing team in generating business development opportunities.
- Build a network of relationships that enhance our capability to win new work.
- Develop a reputation in the marketplace which enhances Pascall+Watson's overall profile and enhances ability to win work.
- Prepare bids / submissions for future work and gain approval from the Director / Financial Director prior to issue

Knowledge, skills, qualities required:

- Excellent technical knowledge and experience
- Demonstrate a sound knowledge of construction and building legislation
- Excellent communication and presentation skills and team leadership
- Excellent software skills as appropriate to the sector and project, management tools