

JOB DESCRIPTION SENIOR ARCHITECT

Job Title: Senior Architect

Job summary: Wide ranging architectural design, coordination and liaison role with team leadership and management responsibilities

Location: Blackfriars office, P+W operates a hybrid working policy. Staff are required to attend the office a minimum of 2 days per week

Key responsibilities:

Project Control:

- Be the point of contact for a particular work package or project.
- Key involvement in all RIBA Plan of Work stages 0 - 7
- Understand and implement the key project controlling criteria
- Plan out and coordinate the development and delivery of the key project documentation
- Contribute all relevant project meetings, reviews and presentations
- Be responsible for relevant project and contract administration, Planning and Building Control applications, consents and approvals.
- Ensure the inputs of all other design disciplines are appropriate and correctly integrated and coordinated into the overall design.
- Plan out and coordinate the development and delivery of the key project documentation

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
- Manage internal design reviews at key points in the design process

Commercial Control:

- Understand the resource profile and profit target for the project at the outset and assist in managing the work within those constraints.
- 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:

- Adopt the company's Quality Management System
- Contribute to 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.
- Be alert to training requirements for team members and liaise accordingly with the Director / HR team
- Contribute to reports occasionally required by the Directors

Business Development:

- Be alert to marketing and business development opportunities and bring them to the attention of the Director or Marketing Manager
- Contribute to the preparation of bids and submissions for future work

Knowledge, skills, qualities required:

- Proven extensive technical knowledge and experience
- Demonstrate a sound knowledge of construction and building legislation
- Demonstrate an ability to manage projects efficiently and profitably
- Excellent communication skills and team leadership
- Excellent software skills as appropriate to the sector and project
- Registration with the Architects Registration Board